

**GENERAL ENGLISH  
FOR  
COMPETITIVE EXAMINATIONS**

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# **GENERAL ENGLISH FOR COMPETITIVE EXAMINATIONS**

**[for all competitive examinations including Assistants' Grade,  
Bank Probationary Officers, L.I.C. & G.I.C. (Assistant  
Administrative Officers), Income-tax Inspectors'  
Examinations, etc.]**

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(UNIVERSITY OF DELHI)  
DELHI**



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# Preface

*General English for Competitive Examinations* has been designed to meet the needs of the students appearing for the various competitive examinations including Assistants' Grade, Bank Probationary Officers, L.I.C. (Assistant Administrative Officers), G.I.C. (Assistant Administrative Officers), Income-Tax Inspectors' examinations and other such examinations of an equivalent standard. Proficiency in English is one of the basic requisites for successfully competing in these examinations. English being a foreign language, and unfortunately the teaching of English in schools and colleges being very defective, students usually don't feel confident in the use of English. This has an adverse effect on their performance. I felt that they needed a comprehensive textbook that could explain to them the fundamentals of English grammar, give them sufficient practice in dealing with various grammatical items, build up their vocabulary and teach them the art of composition. This is what prompted me to undertake the preparation of the present book. Some of the exclusive features of this book are.

1. Grammatical items have been treated in a systematic manner focussing the attention of the students on one teaching point at a time. This should promote better understanding and assimilation.

2. The prescriptive aspects of grammar have almost been dispensed with. Copious illustrations are followed by carefully designed exercises.

3. Questions set at the various competitive examinations during recent years have been fully incorporated.

4. A key to all the exercises in grammar has been given in the end. Most of the exercises in vocabulary have also been solved. This will enable the students to use the book independently.

5. The vocabulary section is adequate but not formidable. It has been kept within manageable proportions lest its enormity should discourage the students. But while it meets the general requirements, it also inspires to know more.

6. There is a special chapter containing 92 objective-type exercises in grammar and vocabulary with answers, and explanatory notes, wherever needed. This chapter has been prepared in accordance with the latest examination trends.

7. The chapter on *Precis Writing* contains a large number of solved examples which fully explain how to analyse a passage, how to prepare a rough draft and then how to turn out a good, readable and adequate final precis. They are followed by passages provided with aids to vocabulary and detailed outlines. The passages selected for precis writing cover a wide range of interests and have been carefully graded.

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# Articles

## Indefinite Articles—A/An

1. Countables in the singular number take the indefinite article a/an with them : a ball, an egg a dog, an elephant

Uncountables do not generally take any article with them. We do not say a beauty, a milk, a wisdom.

2. A is used before
- (i) words beginning with a consonant,
  - (ii) words which begin with a vowel symbol pronounced with the same sound as that of y in yet or as that of o in one

a girl, a map,  
a university, a union,  
a one sided affair, a one-rupee note.

Well-known words which begin with a vowel but take a with them are : European, uniform, union, unit, universal, university, usual, eau-de-cologne, useful, ewe, unit.

3. (i) An is used before words beginning with a vowel or with a letter h which is not sounded

an umbrella, an opportunity,  
an honest boy, an honourable person

Common words in English which begin with an unsounded h are : heir, heiress, honest, honorary, honourable, hour, hourly

- (ii) It is also used before consonants beginning with a vowel sound :  
an M.P. ; an S.P. ; an M.L.A.

Note the use of a in the following

a noise, a pity, a shame,  
a nuisance, a bad cold

Exercise 1 Use a/an as necessary :

- 1. ———advertisement should be brief
- 2. We cannot entertain ———complaint of this kind
- 3. He doesn't take ———sugar in his tea
- 4. Mohan is ———active member of the Communist Party
- 5. He went to bed with ———bad cold
- 6. What ———exciting speech he made !
- 7. ———cheese ———butter, ———iron and ———silk are substances.
- 8. Mr. Smith has been working as ———accountant since 1972.
- 9. It is ———unpleasant truth
- 10. He set ———example before others.
- 11. You are ———M.A. only ———M.A. can apply for this post
- 12. ———one-eyed man is not eligible for ———driving licence
- 13. I shall stay at ———hotel near ———airfield whichever is nearer.
- 14. She is ———artist married to ———European engineer
- 15. What ———pity ! I have been standing in ———queue for at least ———hour.

## The Definite Article—'The'

4. *The*, the definite article, is a weakened form of *that*. It is pronounced as (thē) when it precedes a vowel sound and as (thə) before a consonant sound. In meaning also, it is weaker than *that*, instead of pointing out, it defines, particularises, or singles out.

I have read *the* book you are talking of (not any book but a particular book that is being referred to)

*The* child who was run over by a train is dead (not any child but the one who was involved in the accident)

5. In the examples given in § 4, the book and the child are particularised by two adjective clauses. In certain cases, a noun's being particular may be clear from the context and it may not have any defining expression with it/ *The* is also prefixed to such a noun.

Shut *the* door (the door of the room in which we are sitting)

He was brought before *the* Principal (The principal of the institution in which he studied)

*The* King pardoned him. (our king or the king we are talking about at the moment)

6. If I am looking at the picture of a room, I can talk about *the* ceiling, *the* floor, because there is only one ceiling and one floor, but I cannot talk about *the* wall if there are more than one walls in the picture because I would not be talking about the only one. I can, however, talk about *the* left wall and *the* right wall because there is only one left wall and one right one in the picture.

### Exercise 2 Use *a*, *an* or *the*

1. Where is — hat that I bought yesterday?
2. — industrial exhibition was opened in — city
3. There was — star shining in — sky
4. I decided to stay at — hotel near — station.
5. Would you open — window, please?
6. I have received — note from — bank
7. If you are going to — office, take — umbrella with you. It might rain
8. There is — bag lying on — back seat of — car
9. This is — answer to — problem we have been discussing.
10. He is — courageous man and does not shrink at — time of danger.
11. — honest employee is — asset to his firm
12. What — poor fellow! He lost — eye and — arm in — last war between India and Pakistan
13. They charge twenty rupees — day for — good room in — hotel that I mentioned
14. — price of — item depends upon various factors
15. — prices of — items manufactured by us have not been revised.

7. **Articles in Narrative and Descriptive Passages** In narrative or descriptive passages, we begin with any (indefinite) set of persons or subjects. So we use with them the indefinite article *a* or *an*. But by virtue of having been singled out and once mentioned, they get particularised and in all subsequent mentions take the definite article *the* with them.

There was *a* king who kept *a* nightingale (A certain king, any nightingale) *The* nightingale sang songs for *the* king everyday. (the particular king and the nightingale that have been mentioned in the first sentence)

**Exercise 3. Fill in the blanks with a, an or the**

(a) Once—man had—strange goose. It laid—golden egg every day—man was very lucky to possess such—precious creature. But he was greedy too. One day he thought, "One golden egg—day is not sufficient. I shall kill—goose and get hold of all—gold contained in it."

(b) —dog and—cock struck up friendship and set out together on—journey. At nightfall—cock went up into—tree while—dog made his bed in—hollow at its foot. —cock greeted the coming of dawn with his customary crow and—fox which heard him ran up and stood under—tree bidd'ng—cock come down to him. He would very much like he said to embrace—possessor of such—fine voice. —cock told him that he must first wake—porter who was sleeping down below and ask for—door to be opened. Then he would come down, he said. While—fox was looking for—porter to whom he was told to apply —dog suddenly made one leap and tore him to pieces.

**8 More about the Definite Article—'the'**

(i) With superlatives and the words used in the superlative sense we need the definite article

*The best student in the class*

*The Chief Justice*

*The Prime Minister*

(ii) *The* is also used when special emphasis almost equivalent to the use of the superlative is intended

*He is the leader today (the greatest leader)*

*This is just the thing (the right thing)*

*This is the way to solve this problem (the proper way)*

(iii) Even in comparative degrees when one of the two items is singled out in preference to the other, we use the definite article

*He is the finer batsman of the two (But not He is the finer batsman than others. The correct form would be He is a finer batsman than others.)*

(iv) *The* is used with things of which there is only one in our world, or things which are otherwise well known but do not begin with a capital letter

*The sun, the moon, the world,*

*The equator, the north, the east.*

(v) Quite often we use *the* in place of possessive pronouns

*I hit him on the head (=his head)*

*Disappointment stared him in the face (=his face)*

(vi) *The* is used with the common nouns when one noun is to represent the whole class of species

*The horse is a faithful animal*

*The lion is the king of animals*

(vii) We use *the* with an adjective with a plural notion to indicate a class of persons

*The rich should help the poor*

(We can say *Rich men should help poor men*, but not *The rich men should help the poor men*.)

(viii) The definite article *the* is sometimes used as an adverb with comparatives

*The more we get, the more we desire*

*The harder you work, the better it will be*

- (ix) In some sentences we have the distributive use of *the* (=each),  
 We can buy oranges by *the* dozen  
 Cloth is sold by *the* metre

(x) When we talk of the purpose of a particular public institution, we need no article

He went to school (He went to study)

But if *the* is prefixed, it means we are talking of the particular building where school is held

He went to *the* school to meet the Principal

Exercise 4. Fill in the blanks with *a*, *an*, or *the*

1. — more you read — more you know
2. — stone hit him on — head.
3. — fox is — very clever animal
4. Only — rich can afford the comforts of — modern times
5. I have — elder brother and — younger sister — younger sister is — wisest of — two
6. He began his life as — ordinary lawyer at the District Courts but retired as — Chief Justice of India
7. If you are looking for — entertaining as well as educational magazine this is — magazine for you
8. — sun rises in — east and sets in — west.
9. Last Sunday I went to — college to see — old teacher of mine.
10. — oranges are sold by — dozen

#### 9 Articles with Abstract Nouns, Abstract Ideas

- (i) Abstract nouns generally do not take any article with them

Beauty is admired by all

Honesty is the best policy

- (ii) When the meaning of the abstract noun is restricted to a particular person or thing we use with it the definite article *the*

The beauty of Nur Jahan is famous all over the world

The honesty of the old servant was praised by all the members of the family

- (iii) The indefinite article *a/an* may occasionally be used with an abstract noun

He made a virtue of necessity

- (iv) *The* is sometimes used with a common noun to express an abstract idea

The patriot in him rose in revolt (his patriotic qualities)

The beast in him made him cruel to his friend (his beastly qualities)

- (v) We can use *the* with an adjective to express an abstract idea

He would leave the right to follow the easy

(=the right way, the easy way)

#### 10 Articles with Proper Nouns

- (i) Proper nouns, as a rule, do not take articles with them

Shakespeare was a great playwright

Samudragupta was a great warrior

- (ii) But if a proper noun is used as a common noun, it may take with it some article

He is a good poet but not a Shakespeare.

Kalidas is the Shakespeare of India



(iii) With proper nouns which are used as defining expressions or epithets, it is usual to add *the*, but with proper nouns which are regarded as single wholes, *the* is not used

(a) Peoples, parties *the* English, *the* French, *the* Whigs. (*the* English people, *the* French people, *the* Whig party)

(b) Rivers, seas, oceans *the* Ganga, *the* Atlantic, *the* Mediterranean. (*the* river Ganga, *the* Atlantic ocean, *the* Mediterranean sea)

(c) Mountain ranges *The* Himalayas, *the* Alps, but not individual peaks Mount Everest

(d) Continents, countries, islands, provinces, towns, being single wholes take no definite article Asia, Europe, India, Bengal, Calcutta

But we use *the* with districts, provinces or groups of islands when their names originally happen to be descriptive nouns but in course of time have been reduced to proper nouns *The* Punjab (*the* land of five rivers), *the* West Indies, *The* Deccan (*The* South)

(iv) The titles of the literary works do not follow any fixed rules. It is more usual to use *the* with them, though occasionally it may be dropped '*The* Tempest', '*The* Vedas', '*The* Bible', '*The* Gita', but we also have '*Vanity Fair*'

Written as '*Shakespeare's* Tempest', '*Lord Krishna's* Gita', *the* is dropped, but we do write, '*The* Tempest of Shakespeare', '*The* Gita of Lord Krishna'.

The names of the newspapers always take *the* with them *The* Times of India, *The* Statesman

(v) When a proper noun is used in plural form, in a way it ceases to be a proper noun and hence requires the definite article "

*the* Miss Bhatias, *the* Mughals

Exercise 3 Fill in the blanks with suitable articles, where necessary

(a) 1 I do not doubt—accuracy of your calculations

2 He does not believe in observing—formalities.

3 —customs formalities are rather complicated.

4 —life is—education in itself

5 —woman in her was moved to hear—pitiable tale of—beggarmaid

6 —air we breathe is—mixture of oxygen and nitrogen

7 —air is—nuisance to—rocket.

8 It is easy to do—wrong but having once done it, it is difficult to make amends for it.

(b) 1 —Ganga is—sacred river of—India

2 —Bible contains many interesting stories.

3 —India of today faces a large number of critical problems

4 —Alps are—highest mountains in—Europe.

5 —Hindustan Times has—widest circulation among all—newspapers in—Northern India

6 —Miss Smiths are all beautiful girls.

7 —Sri Lanka is to—south of—India.

## 11. The Omission of the Articles

(i) When a noun is used in the general sense, the article is omitted. Thus a man means some one man ; *the* man means a particular man but man includes all men.

(ii) No article is usually used with abstract nouns or with proper nouns. Refer to §§ 9, 10.

(iii) No article is used with material nouns when they are used in a general sense -

Gold is one of the heaviest metals.

Water is the source of all life

But when particularised, they take the definite article *the* with them

*The* water of the Ganges is exceptionally white in colour.

(iv) Similarly collective nouns like *mankind, people, society, company*, dispense with the article when used in a general sense

Mankind loves nature

Society exerts a great pressure on man

(v) No article is used before plural nouns used to denote a class.

Poets are seldom impersonal

Children are usually naughty

(vi) The names of meals and diseases do not take any article with them

Dinner, lunch, breakfast.

Fever, dysentery, plague (But *the* measles, *the* mumps)

(vii) With languages and branches of knowledge no article is used

English, Hindi, Mathematics

(viii) No article is used before the names of days, months and seasons.

June is the hottest month.

Sunday is a holiday

If winter comes, can spring be far behind ?

(ix) No article is used before a common noun used in the vocative case

Friend, I have news to tell you

Can you help me brother ?

(x) When a noun indicates rank, title, occupation, etc., and is used just like an adjective, the article may be omitted

Lord Byron, King Akbar, General Kaul, Dr Seth

(xi) The article is omitted before a title used in apposition to a proper noun or as the complement of a verb

Henry, King of England

Shri Ahmed, President of India

(xii) In many verbal and prepositional phrases, the article is omitted to achieve conciseness

(a) *Verbal phrases* To give ear, to set foot on, to turn tail, to take root, to send word, to lose heart, to follow suit, to call to mind, to take offence, to set sail, to take to task, to bring to book, etc

(b) *Prepositional phrases* On land, at sea, out of doors, at arm's length, out of place, on foot, sick at heart, etc

Exercise 6 Fill in the blanks with *a, an* or *the*, where necessary :

- 1 —love is inspiration to—man
- 2 —trade flourished in—India during—reign of—Akbar.
- 3 He is at—head of—trade
- 4 Two of—trade seldom agree
- 5 —Newton was—great scientist

6. It is difficult to produce—Newton
7. —Einstein was—Newton of—twentieth century.
8. —whole system is corroded with corruption from—top to—bottom
9. —effigy was burning from—bottom to—top
10. —child is suffering from—measles. Would you take him to—doctor?
11. —June is—hottest month of—year
12. —friends, I shall now read—few passages from—Gita
13. Shri Fakhruddin Ali Ahmed —President of India, acted as—host to—award winning scholars
14. —brave men do not lose—heart in—face of—danger
15. —Prime Minister Nehru —Defence Minister V. K. Krishna Menon,—General Kaul and other higher authorities in—army are all equally to blame for—defeat India suffered at—hands of—Chinese.

## 12. The Repetition of the Articles

(i) When two or more nouns denote the same person or thing, the article is placed before the first one only but when they denote different persons or things, the article is placed before each noun

The poet and dramatist has been honoured (one person)

The poet and the dramatist have been honoured (two persons)

(ii) Similarly when two or more adjectives qualify the same noun, the article is placed before the first adjective only

He is an intelligent and hard working boy.

13 (i) A/an follows the word half in such expressions as half an hour, half a year.

(ii) A/an follows the word such when it is applied to singular countables such an accident, such a thing

(iii) If an adjective is preceded by so, a/an is placed between the adjective and the noun

So cold a night, so furious an army.

Exercise 7 Insert a, an or the, where necessary

1 I did not enjoy dinner he gave 2. He was kind man but people of neighbourhood did not like him 3 They were first to reach stat on 4. Sooner it is done, better it will be. 5 I met him year ago at house of richest man of town 6 It is shame that my brother should have to wait for so long time to see me. 7 He is friend, philosopher and guide to me. 8 Black and white cow is for sale. 9 Pen shall supersede sword. 10 Alexander great was brave general 11 Nelson went to sea at early age 12 Word to wise is sufficient 13 He has keen eye for business and every year his firm makes great profit 14 We had soup, fish, roast beef and sweet for lunch before meeting held in honour of new chairman 15. Child was looking at pictures in book when there was knock at door

Exercise 8. Fill in the blanks with a, an or the, where necessary

- 1 He works hard by—day and sleeps soundly at—night, with—clear conscience.
2. He asked for—bread and—butter,—loaf of—former and—round of—latter
3. He came to see me—last week and said it was—last opportunity he would have
4. —good and—evil are to be found in all—parts of—world.
- 5 —shoemaker uses—rubber and—leather in his work,—leather he uses must be of—best quality
6. You can travel by—rail or—road, you will find that—former is less expensive but—latter is—more rapid way
7. He displayed—wisdom and—patience that would have done—credit to—Solomon.
8. —ship you were speaking about has just come into—port. She has been at—sea for—long time Look!—captain has just come out

## Tenses

### Section I. The Formation of Tenses

#### 15. The Simple Present (Present Indefinite)

(i) In the affirmative statements, with first, second and third person plurals (i.e., I, we, you, they and all other plural subjects), we use the first or basic form of the verb

I go to Simla during vacation  
 You like to read novels  
 They take interest in the college activities.  
 The planets move at a fixed speed.

But with third person singulars (he, she, it and all other singular subjects), we use *s* or *es* with the first or basic form of the verb.

He goes to Simla during vacation  
 She likes to read novels.  
 This planet moves at a fixed speed.

(ii) In the negative statements, with first, second and third person plurals (i.e., I, we, you, they and all other plural subjects), we use *do not* with the first or basic form of the verb, but with third person singular subjects, we use *does not*.

I do not go to Simla during vacation.  
 They do not take interest in the college activities.  
 He does not like to read novels.

(iii) In interrogative sentences, with first, second and third person plurals, we use the pattern :

*Do + subject + the first or basic form of the verb + ..*

whereas with third person singular subjects the pattern is :

*Does + subject + the first or basic form of the verb + ..*

Do you like to read novels ?  
 Do they take interest in the college activities ?  
 Does he go to Simla in vacation ?  
 Does your friend visit you often ?

(iv) In the case of interrogative sentences beginning with a question word, the usual pattern is

*Question word + do/does + subject + verb + ...*

What do you like to read ?  
 When does she usually go to bed ?  
 How many books do you need ?

(v) The negative interrogative sentences have the following patterns

- 1 Do you not like to read novels ?  
Do not you like to read novels ?  
Don't you like to read novels ?
- 2 Does he not take interest in the college activities ?  
Does not he take interest in the college activities ?  
Doesn't he take interest in the college activities ?

Exercise 12. Write the following sentences using the correct form of the verbs given in the brackets

- 1 The earth—round the sun (revolve)
- 2 I often—to the movies (go)
- 3 She—to be flattered. (like)
- 4 The Prime Minister—after the foreign affairs also (look)
- 5 It—very heavily in the East Bengal (rain)
- 6 These girls—dancing lessons every day (take) ✓
- 7 This peon—his job very sincerely (do)
- 8 It—two to make a row (take)
- 9 Truth always—in the end (triumph) ✓
- 10 We—things a bit too seriously (take)
- 11 The sun—scorchingly hot over the Equator (shine) ✓
12. Only the wearer—where the shoe— (know pinch)
- 13 He—clearly though he—fast (speak speak)
- 14 You—every opportunity of making fun of others (see see)
- 15 She—to meet me whenever she—time (come find)

Exercise 13 Rewrite the following sentences (i) in the negative form and (ii) in the interrogative form

- 1 This forest abounds in the pine trees
- 2 These children make a noise when the teacher is absent
- 3 He knows how to interpret a horoscope
- 4 This doctor charges a very heavy consultation fees
- 5 It always pays to talk politely
6. She interferes in others affairs
- 7 You always approve of my plans
- 8 I cherish the memories of the past
9. His eldest son realises his responsibility
10. This university provides ample research facilities
- 11 It takes very long to reach the station
- 12 They pay their bills in time.
- 13 These rivers get flooded in the rainy season.
14. Many parents take interest in the education of their children.
- 15 The editorials of this newspaper make an interesting reading

Exercise 14. Rewrite the sentences given in Exercise 13 in the negative-interrogative form.

Exercise 15. Put the following sentences into the present tense :

- 1 There began the age of reason
- 2 The traders bought articles for sale.
- 3 My friend swam easily across the river
4. I took the book from the library.
- 5 This crime shook India.
- 6 He revered Mahatma Gandhi
- 7 The English language continued in use
- 8 The British shrank from this task
- 9 People knew many weather sayings.
10. Did people believe this ?

### 16 The Simple Past (Past Indefinite)

(i) In the affirmative sentences in the Past Indefinite tense, we always use the past or second form of the verb

It rained heavily last night  
We ran very fast  
He conveyed to me the message

(ii) In the negative sentences, we use did not with the first or basic form of the verb.

It did not rain heavily last night  
We did not run very fast  
He did not convey to me the message.

**Note** In conversation or informal English *did not* is often contracted to *didn't*

It *didn't* rain heavily last night.

(iii) In the interrogative sentences, the pattern is

*Did + subject + the first or basic form of the verb +*

*Question word + did + subject + the first or basic form of the verb + .*

Did it rain heavily last night?

When did you arrive?

**Exercise 16.** Rewrite the following sentences using the Past Indefinite tense:

1. The child finds pleasure in playing in the rain. 2. He works hard, keeps out of trouble and enjoys good health. 3. The stars shine brightly at midnight. 4. Birds fly away when he shoots at them. 5. Every morning she lays the child gently on the grass and then lies down beside her. 6. You often lie to me though I take no notice of it. 7. She wears a new sarie every day. I wonder how she gets them. 8. He chooses wrong friends. That is why he suffers. 9. I know what he means by it. 10. On marriages they spend money very lavishly. 11. In my native land water freezes in the taps in winter. 12. Very beautiful roses grow in our garden. 13. These students learn the lessons regularly. 14. I always buy things at wholesale rates. 15. Our army fight the enemy bravely. 16. Violence shakes every country. 17. Students often shrink from hard work. 18. They build huge industrial organisations. 19. The bank exacts a penalty for such offences. 20. Such mistakes cost the bank a great deal of trouble.

**Exercise 17.** Rewrite the following sentences (i) in the negative form, (ii) in the interrogative form, (iii) in the negative-interrogative form:

1. We drove our motor-cars very fast. 2. The future held much in store for us. 3. He raised some significant points (use 'any' in place of 'some' in the negative form). 4. She spoke English fluently. 5. The servant bore the insult patiently. 6. The ship sank into the ocean. 7. The officer took him to task for his carelessness. 8. He felt ashamed of his son's poor result. 9. It cost him much. 10. You met her last Sunday.

## 17. Simple Future (Future Indefinite)

(i) In Future Indefinite tense, to express simple futurity, we use *shall* or *will* with the first form of the verb (generally *shall* with the first person and *will* with the second and third persons)

We *shall* visit the zoo tomorrow.

He *will* appreciate this step.

It *will* be hot in the afternoon.

(ii) In the negative sentences, we use *not* between *will* or *shall* and the first or basic form of the verb

We *shall not* visit the zoo tomorrow.

He *will not* appreciate this step.

(iii) In the interrogative sentences, we use the pattern *will* or *shall* + subject + the first or basic form of the verb or question word + *will/shall* + subject + the first or basic form of the verb

*Shall* we visit the zoo tomorrow?

When *will* he reach Jullundur?

(iv) In spoken English, the following contracted forms are used.

*Will* is contracted to 'll (I'll, you'll, he'll).

He'll appreciate this step.

*Shall* has no contracted form, it is used in full in speech as well as in writing

'*Will not*' is contracted to *won't*.

*Shall not* is contracted to *shan't*.

## TENSES

**Exercise 18** Rewrite each of the following sentences using the future indefinite tense in place of the present indefinite tense. Use the adverbials given in brackets in place of the italicised words. Place these adverbials at the end.

**Example** She usually goes to her office at eleven. (day after tomorrow)

She will go to her office at eleven day after tomorrow.

- 1 I always go to bed at ten o'clock (tonight)
- 2 We go for a picnic on fine days (next Sunday)
- 3 Do you usually listen to the 8 o'clock news? (morning)
- 4 Sunil sometimes misses his classes and goes to the pictures (tomorrow)
- 5 Mr. Gupta buys a new suit every year. (next month)
- 6 We often play scrabbles after lunch (this afternoon)
- 7 She observes a fast on Tuesdays. (tomorrow)
- 8 I revise my lesson every day (next week)
- 9 The President does not meet the visitors in the morning (tomorrow morning)
- 10 Do you usually go for a stroll after dinner? (tonight)

**Exercise 19** Rewrite the following sentences (i) in the negative form, (ii) in the interrogative form (use contracted forms wherever possible)

1. He will leave for Agra this afternoon
2. They will stay with us for a fortnight.
3. The authorities will provide facilities for cold water very soon.
4. I shall apply for this post.
5. You will have a flourishing business
6. We shall challenge them to a duel.
7. Simi will give a memorable performance
8. She will write letters this afternoon
9. They will invite all their friends to dinner.
10. He will speak to you about this case.

### 18. Present, Past, Future Continuous

#### (i) Present continuous.

(a) In affirmative sentences, we follow the pattern

*Is/are/am+participle :*

He is going. I am going.

We are going. They are going.

(b) In negative sentences, not is inserted between the auxiliary and the main verb

He is not going. I am not going

(c) In interrogative sentences, the auxiliary is put before the subject

Is he going? Am I going?

#### (ii) Past continuous.

For this tense, the pattern is :

*Was/were+participle*

**Affirmative :** He was going.

We were going, etc.

**Negative :** He was not going.

We were not going, etc.

**Interrogative :** Was he going?

Were we going? etc.

#### (iii) Future Continuous.

The pattern is :

*Will/be/shall be+participle (shall with the first person)*

**Affirmative** : I shall be going. He will be going, etc.

**Negative** : I shall not be going. He will not be going, etc.

**Interrogative :** Shall I be going? Will he be going? etc.

#### (iv) Note the contracted forms in the negatives :

I am not = I'm not ; are not = aren't

is not = isn't ; was not = wasn't

were not = weren't

(v) The interrogative form of *I am not* is *Am I not?* or *Aren't I?*

**Exercise 20** Write the Present, Past and Future Continuous forms of 'buy', 'sell' and 'play'

**Exercise 21** Fill in the blanks with the correct form of the verbs in the Present Continuous tense (use the contracted forms wherever possible)

- 1 The policemen—this street (patrol)
- 2 I—this case (not investigate)
- 3 The players—the play (rehearse)
- 4 —my best? (I, not do)
- 5 Whom—for the misuse of funds? (they, blame)
- 6 —very softly? (the moon, not shine)
- 7 —the accounts of our firms? (he, not audit)
- 8 The authorities—adequate measures to check the spread of cholera (not take)
- 9 —too hard to move out? (it, not blow)
- 10 The child—much attention to his studies. (not pay)

**Exercise 22** Fill in the blanks with the correct form of the Past Continuous tense (Use the contracted forms wherever possible):

- 1 He—on to a branch with one hand (hold)
- 2 They—their tools away to take a little rest (put)
- 3 —to save money for a new bicycle? (he, try)
- 4 —when you went to see her? (she, sleep)
- 5 What—in the laboratory at that odd hour? (he, do)
- 6 Why—fun of that innocent girl? (she, make)
- 7 The baby—because it was no longer hungry (not cry)
- 8 —across the bridge when he was shot at? (he, not walk)
- 9 She—a programme on the TV when somebody knocked at the door (watch)
- 10 It—heavily when I left for the office. (not snow)

**Exercise 23** Fill in the blanks with the correct form of the verb in the Future Continuous tense

- 1 I—harder next year (work)
- 2 —the deer? (the hounds chase)
- 3 I—to you off and on (write)
- 4 I am sure she—for you (wait)
- 5 —the luggage when you reach home? (she, not pack)
- 6 —a strict guard at night? (the policemen, keep)
- 7 —the money if we undertake this venture? (we, not lose)
- 8 Don't you think she—into trouble if she agrees to marry Mr Malhotra? (get)
- 9 At this time tomorrow I—towards Paris (fly)
- 10 We—forward to your visit (eagerly look)

**Exercise 24** Fill in the blanks with the correct forms of the Present, Past or Future Continuous tense of the verbs given in brackets:

- 1 Yesterday you—ill. I am glad that you—better today (look, look)
- 2 When you call on him, he—an afternoon nap (have)
- 3 I do not like working when it— (rain)
- 4 What—when I came in? (you write)
- 5 We—the station when the clock strikes four (near)
- 6 The lights went out when we—a TV show (watch)
- 7 She—with her friends when her boss sent for her (chat)
- 8 I—in every day when I go to Chandigarh (meet)
- 9 I could not hear what he—down in the street. (shout)
- 10 When I got up in the morning a fine cool breeze—and the birds—in the garden (blow chirp)

## 19 Present, Past, Future Perfect

(i) **Present Perfect** With first, second, and third person plurals, we use *have + past participle of the verb* and with third person singular we use *has + past participle of the verb*

*I have played, you have played, he has played, they have played.*



(ii) **Past Perfect** We use *had + past participle of the verb* with all the persons both in the singular and the plural

*I had played, you had played, she had played, they had played*

(iii) **Future Perfect.** We use *shall have + past participle of the verb* with first person and *will have + past participle* with all other persons

*I shall have played, you will have played, they will have played*

(iv) Formation of negative and interrogative sentences follows the usual rules.

*I have not played, have I played ?*

*You had not played, had you played ?*

*She will not have played, will she have played ?*

(v) Note the contracted forms of the auxiliaries in the negative sentences

Have	haven't	has	hasn't
had	hadn't	will have	won't have

**Exercise 25** Rewrite the following sentences in the *Present Perfect tense*

- 1 I deposit money in the bank
- 2 You do not spend too much money
- 3 Who sweeps these roads ?
- 4 His rudeness upsets me
- 5 It takes us very long to reach the college
- 6 Doesn't she like reading this magazine ?
- 7 Why don't you inform your father ?
- 8 We try to be useful
- 9 Does the student sitting next to me make many mistakes ?
- 10 Don't your parents teach you manners ?

**Exercise 26.** Fill in the blanks with the *Past Perfect tense* of the verbs given in brackets :

- 1 When I reached the school, the first bell— (already go)
- 2 The patient—before the doctor could be called in (die)
- 3 We—the platform when the guard whistled and the train started moving (not yet reach)
- 4 Before I was eighteen I—the important capitals of the world (visit)
- 5 My brother told me that he—not to interfere in my affairs (decide)
- 6 The gamblers—good their escape before the police raided their den (already make)
- 7 When I—enough strength, I started working again. (gain)
- 8 We asked him how many parties he— (already contact)
- 9 He denied that he—the goods. (steal)
- 10 Before we—very far, we found that we—our way (go, lose)

**Exercise 27** Fill in the blanks with the *Future Perfect tense* of the verbs given in brackets :

- 1 We hope that all fighting—by the end of the year (stop)
- 2 Many days—before we meet again (pass)
- 3 You will not find meat home tomorrow evening I—out (go)
- 4 I—my work before you begin yours (finish)
- 5 I—the money from the bank by tomorrow (withdraw)
- 6 —the harvest before rains set in ? (the farmers reap)
- 7 They—the result by next Monday (declare)
- 8 He says he—a rise before the year is over (get)
- 9 Next year he—dead for ten years (be)
- 10 When should I come to collect these books ? When—them ? (you, finish)

**20 Present, Past, Future Perfect Continuous**

(i) **Present Perfect Continuous** With first person, second person, and third person plural subjects we use *have been + participle* with third person singular subjects we use *has been + participle*

*I have been playing*

*You have been playing*

*They have been playing*

*But he, she, it has been playing*

(ii) **Past Perfect Continuous** With all persons we use *had been + participle*

*I had been playing*

*She had been playing*

(iii) **Future Perfect Continuous** With first person we use *shall have been + participle* and with second and third persons we use *will have been + participle*

*I shall have been playing*

*He will have been playing*

(iv) Formation of negative and interrogative sentences follows the usual rules

**Exercise 28** Write the Present, Past and Future Perfect Continuous forms of write'.

**Exercise 29.** (a) Rewrite the following in the Present Perfect Continuous tense using the adverbials given in brackets at the end of each sentence

**Example** I am writing letters. (for half an hour)

I have been writing letters for half an hour

1 India is progressing very fast. (since independence)

2 It is raining in torrents (since morning)

3 The river is overflowing its banks (for about a week)

4 She is suffering from malaria (for many days)

5 Canvassing for votes is going on in full swing. (for a fortnight)

6 She is making efforts to start a ladies' club (since the day she came to the colony)

7 The police is keeping a watch over her movements. (since 26th March).

(b) Rewrite the following in the Past Perfect Continuous tense using the adverbials given in brackets at the end of each sentence

1 The student leaders were instigating the students to go on a strike (for two hours)

2 The surgeon was performing a complicated eye operation (for two hours)

3 You were not taking sufficient precautions to avoid infection (since your arrival)

4 His luggage was lying in the hall (for more than a fortnight)

5 Wasn't he shirking work? (ever since he joined this office)

6 I was feeling very anxious about her welfare (ever since she left the city)

7 I was thinking of getting rid of such an arrogant servant (already)

(c) Rewrite the following in the Future Perfect Continuous tense using the adverbials given in brackets at the end of each sentence :

1 The labourers will be digging a well. (for six days)

2 When you arrive I shall be picking fruit. (for two hours)

3 In 1975, he will be running his own business. (for ten years)

4 The poor will be starving (for many days)

5 He will be feeding the poor (since Wednesday)

6 Will the policemen be persecuting the accused & unearth the conspiracy? (for several days)

## Section II. The Uses of Tenses

### 21 The Simple Present and the Simple Past

(i) **The Simple Present** (a) The Simple Present tense describes permanent truths and habitual or customary activities. It is found with such adverbs as these

Generally, usually, frequently, often, always, rarely,  
and such adverbial phrases as

Every day (week, month) once (twice, several times) a week  
(month)

*The sun shines during the day.*

*He meets his friends twice a week.*

- (b) The Simple Present tense is also used in general statements  
 Your sister speaks French well  
 My cat likes fish

- (c) It is used when we speak of the events that will take place in future time but have been planned beforehand<sup>1</sup>  
 My uncle returns to his job in November  
 His brother leaves for London tomorrow ✓

- (d) It is used in exclamatory sentences beginning with here and there

Here he comes !  
 There goes the bus !

But if these sentences were not exclamatory present continuous tense would be used

He is coming  
 The bus is going

- (e) The verb *continue* is used in the Simple Present tense. As this verb contains in itself the idea of continuity, it is less necessary to use with it the Present Continuous tense

The weather continues cold and wet

- (ii) The Simple Past (a) The Simple Past is used when we speak of the activities that do not have any connection with the present and are complete by the time of speaking

He failed in the examination  
 The child cried himself hoarse

- (b) This tense, like the Simple Present can be used when we refer to habitual actions and states. When it is used in this sense it usually has the same adverbs as the Simple Present tense

He often visited his parents in J&I  
 He always went to Kashmir for his holidays.

Exercise 29. Fill in the blanks with the correct Simple tense either Present or Past, of the verbs given in brackets.

1. Birds usually—nest in that tree. (build)
2. The moon—to orbit round the earth. (go)
3. They—their mother when they come from school. (kiss)
4. I—my work regularly last week. (do)
5. At what time—off? (your plane take)
6. The prophets always—the upward path. (seek)
7. John—back to the office on Monday next. (come)
8. There—your brother? (come)
9. I never—coffee when I was young. (like)
10. Last year she—the same dress at every party. (wear)
11. He—the dog out twice a day before it died. (take)
12. Last month, she—to meet me almost every day. (come)
13. We—to the movies last evening. In fact we—every Saturday. (go)
14. I last year my father—films to stage plays. Now he—films at all. (prefer not like)
15. He—available help when I was a student. Now he—to me. (give not even talk)

<sup>1</sup> Also see § 32.

## 22. The Present Continuous Tense

(i) The Present Continuous tense denotes an action happening at the time of speaking.

It is raining now.

No adverb of time is needed with this tense, though we may sometimes use *now*, *still*, *at present*, *at this moment*.

(ii) It is also used for an action in the near future<sup>1</sup>

I am meeting him tomorrow

(iii) It is used for a temporary action not necessarily happening at the moment of speaking

I am working for an examination

## 23. The Present Continuous and the Simple Present Tense.

The Present Continuous tense is used for actions in progress at the time of speaking. The Simple Present tense is used for habitual actions and states

Children are going to the school (at this moment)

We do not go to the school on Sundays (a habitual action)

Exercise 30 Fill in the blanks with the correct tense, Simple Present or Present Continuous of the verbs given in brackets

1. She—all her money on clothes. (spend)
2. She—a pullover for her son (knit)
3. We—the battle against population growth on many fronts (fight)
4. He usually—coffee but today he—tea (drink, drink)
5. Englishmen—home when the day's work—over (rush, be)
6. I won't go out now as it—and I—an umbrella (rain, not have)
7. Anju—a dress for herself at the moment. She—all her own clothes. (make, make)
8. Why—a coat this morning? I never—one till October (you, wear, wear)
9. Your father—to see us this evening and he—his friends with him. (come, bring)
10. I—money usually. I—it today to take my son to an eye-specialist (not borrow, borrow)
11. I—up because I—abroad in July (save, go)
12. —this necklace? I—it to my daughter for her birthday tomorrow (you like, give)
13. —why an apple—down? (you know fall)
14. This film—to the local cinema next week. —to see it? (come, you, want)
15. The plane that you—at now—off for Paris (look, take)

## 24. Non conclusive Verbs

There are a number of verbs that are practically never used in the continuous tense. Though they describe present actions, we use the Simple Present tense. They are used in the simple present tense because the actions they describe are not strictly under human control.

I see a man outside.

He is looking at me

These are both real present but the verb *see* cannot be used in the continuous tense. I have no control over what I see. I see all the time my eyes are open, but I can decide what to look at and can change my gaze from one thing to another.

These are the chief verbs of this type

(i) For mental states and processes (dis)agree, (dis)believe, differ, doubt, find, foresee, forget, imagine, know, mean, recall, recognise, recollect, remember, suppose, think, (dis)trust, understand

<sup>1</sup> Also see § 33.

- (ii) For desires want, wish, desire, need  
 (iii) For sensations smell, hear, see, notice, taste.  
 (iv) For likes and dislikes detest, like, dislike, love, hate prefer, mind, object to, (dis)please, feel, forgive  
 (v) appear, seem, resemble  
 (vi) matter, equal, deserve, depend, possess, result, suffice, contain, belong to, consist of.

**Exercise 31** Fill in the blanks with the correct tense, Simple Present or Present Continuous, of the verbs given in brackets

- 1 My watch—repairing (need)
- 2 —where I put my umbrella? (you remember)
- 3 He—st a teacher though he—st. (work, not like)
- 4 I—st entirely with what he—st (d agree, say)
- 5 —if I take your bicycle? I—st o the baker's to buy some cakes (you, mind, go)
- 6 I—you—that you must be back before midnight (hope understand)
- 7 —to you? (this hat, belong)
- 8 I—that the child—st pale today Usually he—st quite healthy (find, look, look)
- 9 I—the truth of your statement I—for more details (not doubt, simply ask)
- 10 —or—it seriously? (you joke, you mean)

## 25. The Present Perfect and the Present Perfect Continuous Tense

### (i) The Present Perfect Tense

(a) The Present Perfect tense is used to indicate an activity very recently completed. In such sentences we often make use of the adverbial 'just'

They have just arrived. (They arrived a few minutes ago)

It has just started raining. (It started raining a little while ago)

(b) It is used to indicate an activity which began in the past and (a) continues till the moment of speaking, or (b) just finishes at that moment

(a) He has been here for two weeks

(He came here two weeks ago and is still here)

However, if he is not here at the moment of speaking, we would say He was here for two weeks

(b) I have waited for you for two hours

(The activity of waiting began two hours ago, but now that you have come, it is over)

(c) It is used to indicate an activity which occurred in the past but whose effect can be felt at the moment of speaking

I have had my lunch. (So I am not hungry now)

I have already applied. (I need not apply now)

(d) This tense is used to indicate an activity occurring within a period extending from some point of time in the past up to the present:

He has been to Japan.

I have seen the Nehru museum.

### (ii) Present Perfect Continuous Tense

(a) It is used to indicate an activity or state that extends over a

period of time that began in the past and includes the present and thus may extend into the future.

They have been studying English for three years.

It has been raining since early morning.

(b) It is sometimes used for an activity that is now ended. In such cases the emphasis is on the continuous nature of the activity :

The children have been playing tennis.

**Note** This tense is more often used with verbs which have the meaning of prolonged action or which denote a passive, not an active state. The chief verbs of this type are wait, sit, rest, lie (down), live, work, stay, read, sleep, study.

**Exercise 32.** Fill in the blanks with the correct tense, Present Perfect or Present Perfect Continuous, of the verbs given in brackets.

- 1 We—the most extraordinary news. (just hear)
- 2 I—him but I—to him (often see, never speak)
- 3 Her phone—for ten minutes. I wonder why she doesn't answer it. (ring)
- 4 I—the telephone bill yet (not pay)
- 5 They—here since January (live)
- 6 We—on the platform since 3 o'clock (wait)
- 7 He—since 10 o'clock. It is time he woke up (sleep)
- 8 He—in this school for five years. (teach)
- 9 I—hundreds of students but I—such a hopeless class at this. (teach, never meet)
- 10 I—to get in touch with her for several weeks now (try)
- 11 He—hard on this book for some time and—at last (work, finish)
- 12 I—at the door since. There—no response (knock, be)
- 13 Someone—at the door for over five minutes. Why don't you go to see who—? (knock, come)
- 14 I—a wife though I—for one ever since I was twenty (not find, look)
- 15 That book—on the table for weeks. —it yet? (lie, you, not read)

**26 The Present Continuous and Present Perfect Continuous Tense.** If we want to suggest that an activity is in progress at the present moment but are not interested how long it has been in progress, we use Present Continuous tense.

If we want to take into consideration the time for which an activity has been in progress and also suggest that it is in progress at the present moment, we have to use Present Perfect Continuous tense.

I am writing letters. (at the present moment)

I have been writing letters since morning.

(I began writing letters in the morning and I am writing them even now.)

**Note.** In the Present Perfect Continuous tense a time expression is usually given.

**Exercise 33.** Fill in the blanks with the correct tense, Present Continuous or Present Perfect Continuous, of the verbs given in brackets.

- 1 The cattle—in the field (graze)
- 2 The cattle—in the field since morning (graze)
- 3 Some generous people—the orphans. (feed)
- 4 Some generous people—the orphans for the last two hours (feed)
- 5 A fine breeze—and the children—kites. (blow, fly)
- 6 Ashok—very hard for the last few days. I guess his examination— (work, fast approach)
- 7 You—me some facts about my firm which even I do not know —out the secrets? (tell, someone, give)
- 8 We—against the increase in sales tax but to no effect. (protest)

9. Lunch is not quite ready yet although she—all the morning (cook)  
 10. He is tired because he—for the whole morning (work)  
 11. They—appeals almost every day—with them? (issue, the people, not co-operate)  
 12. —all the morning? I—the bell for at least ten minutes (You, sleep, ring)  
 13. What time—? (the sun, rise)  
 14. I am feeling dizzy. I think I—temperature (have)  
 15. Let us wait here for a moment. The servant—my room (clean)

## 27 The Simple Past and Past Continuous Tense

(i) The Simple Past tense is used for habitual, general, recurrent activities whereas the Past Continuous tense is used for an activity which was in progress at some point of time in the past

He beat his students mercilessly (A habitual activity)

They were mowing the lawn (at some point of time in the past)

(ii) The two tenses are often used together to show that one activity was in progress when another took place

He was watching television when his friend arrived

Exercise 34. Fill in the blanks with the correct tense, Simple Past or Past Continuous, of the verbs given in brackets

1. The aeroplane always—off at 7 A.M. (take)  
 2. As the aeroplane—off, it—and then— (take, crash, explode)  
 3. She—very beautiful when she—young (look be)  
 4. He—these flowers every morning. Even then they—away (water, wither)  
 5. While he—the flowers, it—to rain. He—up his umbrella and—on watering (water, began, put go)  
 6. The maid—a fire when the lights—out (make, go)  
 7. At Delhi we always—indoors (sleep)  
 8. When I—at his house, he— (arrive still sleep)  
 9. His father—while he—himself in Kashmir (die, enjoy)  
 10. I always—playing with the sand (enjoy)  
 11. I—the letter when the wind—it out of my hand (just open, blow)  
 12. While the guests—, thieves—into the house and—a large amount of money (dance, break, steal)  
 13. The murderer—the corpse downstairs when he—a knock at the door (carry, hear)  
 14. As he—into the bus it—suddenly and he—backwards on to the road. (get, start fall)  
 15. The boys—cards when they—their father's step. They immediately—their cards and—out their lesson book (play, hear hide, take)

## 28 The Simple Past and the Present Perfect Tense

(i) Both the Simple Past and the Present Perfect tense denote the completion of an activity. In order to decide whether to use the Present Perfect or the Simple Past tense we ought to consider whether or not an activity has a link with the present. If a link is there (either it may have continued till the present moment or its effect might still be felt), we use Present Perfect. If the activity was completed at some moment in the past and is not linked with the present, we use the Simple Past tense

We have just finished the match. I have read 'War and Peace'.

We finished the match yesterday. I read 'War and Peace' when I was at College.

(ii) The most important point to remember is that the Present Perfect tense must not be accompanied with an adverb or adverbial expression denoting past time. If the activity is assigned to a definite

time in the past, Simple Past tense must be used. It is wrong to say: I have not met him yesterday (for *yesterday* denotes past time). We should either say *I have met him* or *I met him yesterday*.

**Exercise 35** Fill in the blanks with the Simple Past or Present Perfect tense of the verbs given in brackets.

- 1 I—the famous comedian Charles Chaplin (meet)
- 2 I—the famous comedian Charles Chaplin during an international film festival in 1966 (meet)
- 3 I—to this flat in 1960 and—here since then (shift, be)
- 4 He—out two special issues of this magazine (just bring)
- 5 He—out two special issues of this magazine when he was its editor (bring)
- 6 Fresh stocks— (just arrive)
- 7 I—to him last week but he—yet. (write, not reply)
- 8 When I—to France I—some renowned artists (go, meet)
- 9 I—'War and Peace' when I—at Delhi I—it very much (see, be, enjoy)
- 10 We—the bus. Now we'll have to walk (miss)
- 11 The match—at 4 p.m. and—for one hour It—a very tough match (begin, last be)
- 12 The section officer—this office two hours ago He— (leave, just return)
- 13 Where—? He—here a minute ago. (Mr Khanna, disappear, be)
- 14 During the last few days, I—him a number of times (meet)
- 15 During the last few days of his life, my grandfather—very affectionate to us (become)

## 29 The Past Perfect and the Simple Past Tense

(i) The Past Perfect tense is used for an action which has already begun before another action which takes place in the past.

I had completed the sketch before someone knocked at the door.

This tense is usually found

(a) in Indirect speech when it replaces the Simple Past and the Present Perfect tense

He said, "I left the district a few months ago."

He said that he had left the district a few months ago.

She said, "I have already read this book."

She said that she had already read that book.

(b) in complex sentences in the past with clauses of time introduced by such words as *when, before, after, until, once, now that, as soon as, etc.*

When I reached the station the train had already left.

I reached the station after the train had left.

(ii) The Past Perfect tense is used with such verbs as *hope, expect, think, intend, mean, suppose* and *want*, to indicate that a past hope, expectation, intention, desire, etc., was not realised.

We had hoped that you would be able to visit us.

She had thought of paying us a visit but the bad weather made her change her plans.

**Exercise 36** Fill in the blanks with the Simple Past or Past Perfect tense of the verbs given in brackets.

- 1 After I—the news I—to see him. (hear, hurry)
- 2 After I—some biscuits, I—tea (eat, have)
- 3 I—the house when it—to pour (hardly leave, begin)
- 4 When they—, they—in their drawings (finish, add)





## 33 The Past Continuous to show future

This tense is used for a definite arrangement in the near future.  
The time is almost always given

We are playing the match in half an hour

Are you leaving tonight?

This tense shows no intention on the part of the speaker

Note This tense is not used with non-conclusive verbs We do not say

I am knowing to night

Instead, we say

I shall know tonight

## 34 The 'going to' form

(a) The going to form indicates the subject's intention to perform a certain action in the near future The intention is premeditated and it is assumed that some preparation has also been made for it

We are going to shift to a new house tomorrow morning

The police is going to lay a trap to arrest the smugglers

The going to form can be used with or without a time expression, as should be clear from the examples given above.

(b) The going to form may also be used to indicate a feeling of certainty or great probability

I am sure you are going to have a lot of fun (certainty)

It looks as if it is going to be very hot today (probability)

Exercise 38 Put the verbs in the 'going to' form in the following sentences

1 She—married next week (get)

2 We—an interview to select a few typists (hold)

3 They are—an overbridge at this site (build)

4 Who—you in this project? (assist)

5 Whom—with this responsibility? (you, entrust)

6 He—a doctor when he grows up (be)

7 —your birthday? (you, not celebrate)

8. Wait a minute I—him up. (just ring)

9 I am fed up with the nuisance the loudspeakers cause everynight. I—to the authorities (write)

10 You told me you are fed up with this servant When—rid of him? (you, get)

## 35 The Future Tense

(i) The future tense (*shall* for the first person) is used to denote the events which are not influenced by intention, willingness or probability Here personal element does not come into the picture

Tomorrow will be Tuesday

I shall be twenty five next month

How long will the work take?

(ii) With conditional clauses (i.e., where the occurrence of the activity depends upon some external circumstances) it is more usual to use future tense

He'll help you if you ask him nicely.

If you start at once, you'll catch the train in time

(iii) The future tense is used for future activities more remote or uncertain than the activities which can be expressed by the going to form

We are going to arrange a fete in our school (in the near future)

We'll arrange a fete in our school (in the uncertain future)

### 36 Going to and Will/Shall forms

(i) The *going to* form always implies a premeditated intention and often an intention with a plan. *Will/Shall* form implies intention alone and this intention is usually unpremeditated.

We are going to raise funds by organising a charity show  
(intention along with a plan)

Treasurer We have run short of money

Secretary Do not worry We shall raise funds by organising a charity show (unpremeditated intention)

(ii) It is usual to use *will/shall* form in sentences containing conditional clauses. See § 35 (ii)

(iii) We use *going to* for fairly immediate future, *will/shall* with remote future. See § 35 (iii)

(iv) In negative constructions, *won't* is more forceful than *not going to*

'I won't accept these conditions' is more forceful than

'I am not going to accept these conditions'

(v) *Going to* is not used with *go* and *come*

Exercise 39 Fill in the blanks with either the *going to* or *will/shall* form (shall with the first person) of the verbs given in brackets

1 The child has grown very naughty. I—to his parents. (write)

2 The walls have been whitewashed. Now we—the door and windows (paint)

3 I—such interference in my work. (not tolerate)

4 My son is not at home in Mathematics. I—for a tutor. (arrange)

5 I no longer keep cigarettes in my pockets. I—up smoking. (give)

6 When the war begins, the prices—up. (go)

7 He—a surprise if he comes to me now. (get)

8 You look quite exhausted. Sit down and relax. I—you some tea. (get)

9 I have bought a new tape recorder. The first voice that I—will be yours. (tape)

10 I have not brought any paper with me. Never mind. I—you some. (lend)

### 37 Will/Shall in Simple Future Tense

(i) We use *shall* in the first person when the fact stated is independent of the speaker's will or desire.

There is no bus in sight. I *shall* be late for the office.

If I fail in this examination, I *shall* take the next one.

I *shall* be eighteen in March.

When *shall* we reach Agra?

(ii) If a desire, willingness, intention or determination is to be expressed on the part of the speaker, we use *will* in the first person.

I *will* meet you near the Regal Theatre at 6 P.M. (promise)

We *will* look after the house in your absence. (promise or willingness)

We *will* not entertain him in future. (intention or determination)

(iii) *Will* is not used in first person questions except when it is used in a tag question attached to a statement that uses *won't*.

'We won't go there, *will* we?'

But even here, the use of *shall* is more common. In particular, if a suggestion is made in the statement and a confirmation is sought in the tag question, we use *shall* in the tag question.

On our way to Mussoorie, we *will* stop for a day at Dehradun, *shall* we?

(In the first part, a suggestion is being made on the part of the speaker, in the tag question he is seeking confirmation from his friends.)

(iv) It is common to use 'will' with second and third persons. However, if some promise, compulsion, and in negative sentences, restraint is to be indicated, we use 'shall'

He *shall* have my full co operation (promise)

You *shall* not disturb me after this. (restraint)

He *shall* make good the loss (compulsion)

Exercise 40. Insert *shall* or *will* in the following sentences

- 1 If you do not oil your bicycle regularly it—start creaking
- 2 Your son—be allowed all the facilities
- 3 We—wait for Mr Verma for another fifteen minutes, —we?
- 4 He is to blame for the mistake He—stay back in the office and complete the work
- 5 This is your sister's share You—not touch it.
- 6 We won't surrender to any impediments,—we?
- 7 When—we know the results?
- 8 He has bothered me a good deal He—not be spared
- 9 I—carry these packets for you
- 10 I—not entertain any request of this nature.
- 11 We—not beg anyone's help —we?
- 12 I—be hard pressed if he insists on having his money back
- 13 I think we—get some rain before the day is over
- 14 —you betray your friends?
- 15 I—have only a few rupees left with me when I have paid all the bills

### 38 The Present Tense in Time Clauses

In English we do not use the Future tense in time clauses. Instead, we use either the Simple Present or the Present Perfect tense

We *shall* play chess after we *have finished* our dinner

We *shall* go to the movies when the children *go* to bed.

Note 1 As should be evident from the examples given above, it usually makes no difference whether, in these clauses, we use the Simple Present or the Present Perfect tense though occasionally one or the other may have to be used See Exercise 41 sentences 4, 9

Note 2 The time clauses are usually introduced by *when*, *before*, *after*, *as soon as*, *while*, *that*, *until* not the moment that, etc.

Exercise 41 Fill in the blanks with either Present (Simple or Perfect) or the Future tense (*shall/will* form)

- 1 The meeting—as soon as the President—(start, arrive)
- 2 As soon as they—the first instalment we—them the television set (pay, deliver)
- 3 The cashier—you the money until you—some identification. (not give, produce)
- 4 I—you my opinion only when you—yours (give, give)
- 5 When she—the age of twenty one, she—a fortune of twenty thousand rupees (attain, inherit)
- 6 Until you—the button the alarm clock—on ringing (press, go)
- 7 You—very differently from this when you—older (think, be)
- 8 He—supervising his father's business as soon as he—free from his examination (start, be)

9. We— you a higher salary when you—for three months. (give, work)

10. When she—this, she—delighted (hear feel)

### Section III. Tenses in Conditional Sentences

39 There are three types of conditional sentences

(i) **Probable Condition** If it rains we shall go for a picnic.

This type of sentence implies that the condition is likely to be fulfilled

The patterns possible in this type of sentences are

If you work hard, you will win a prize

If you work hard, you can win a prize

Work hard and you will win a prize

If you want to win a prize, work hard

Should you want to win a prize, work hard

The first pattern is the most commonly used

(ii) **Improbable Condition** If you won a lottery, you would be a rich man

The condition in this type of sentence is less likely to be fulfilled than in type I

The other possible pattern is

If you were to win a lottery you would be a rich man

All imaginary suppositions are included in this type

If I were you, I would treat him more kindly

If they appointed me the manager of their firm, I would expand their business

**Note** We can also get this type of sentence when the first type is put into the Indirect form of narration

He said to me, "If you work hard you will win a prize"

He told me that if I worked hard I would win a prize

(iii) **Impossible Condition.** If you had wined me in time, I would have helped you

Here the condition cannot be fulfilled because the sentence refers to a past event

The other possible pattern is

Had you wined me in time, I would have helped you

Both these patterns are used quite often.

**Exercise 42.** Read the following sentences

If he confesses his crime, the judge will acquit him

If he confessed his crime the judge would acquit him

If he had confessed his crime the judge would have acquitted him.

Given below are a few sentences of Type I. Change them into the other two types

1. If we win this match, we shall win the rubber.
2. If it rains now, the crops will be damaged.
3. If you ever meet him you will like him.
4. If this shopkeeper continues to be rude he will lose customers.
5. If his work is not satisfactory, he will be dismissed.
6. If the firm shows a loss, the responsibility will be yours.
7. Will you believe me if I tell you the truth?
8. You will face no difficulty if you carry out the instructions.
9. How will you feel if your son is charged with treason?
10. Will you pardon your servant if he is rude to you?

**Exercise 43.** Fill in the blanks with a Future tense, a Present tense or the Imperative

1. I—him hard if he provokes me. (hit)

2. If it—foggy this evening, I shall stay at home (be)
- 3 —sharp if you want to catch the 9.30 train (look)
- 4 How much will he be fined if he—the traffic rules (violate)
- 5 He—if he—an overdose of sleeping pills (die, take)
- 6 The police—you if you—rumours (apprehend, spread)
- 7 If you—me the answer, I—you a prize. (tell, give)
- 8 If something unpleasant—me (happen, not blame)
- 9 Who can work peacefully if there—noise around? (be)
- 10 Who—if the joke—really funny? (not laugh, be)

**Exercise 44** Fill in the blanks with the Present Conditional or the Simple Past as needed (Present Conditional would go, Simple Past went)

- 1 I would attend the premier show of this picture if tickets—available (be)
- 2 Would he be granted leave if he—for it? (apply)
- 3 —if I—this book a little longer? (you mind, keep)
- 4 You would be punished if you—the truth (not speak)
- 5 He said that if some one—his boss, he—very sharply (criticise, react)
- 6 —me some money if I—it? (you lend, need)
- 7 It—if the temperature—any more (snow, fall)
- 8 I asked him if he—offended if some one—to his father against him.  
(feel, complain)
- 9 If I—you I—temper (be, not lose)
- 10 If God—you two boons, what—? (grant, you ask)

**Exercise 45** Fill in the blanks with the Past Perfect or Perfect Conditional as needed (Past Perfect had gone Perfect Conditional would have gone)

- 1 He—the race if he— (win not slip)
- 2 If the paper—easier, he—first division (be, secure)
- 3 If he—with a tragic accident, his family—thus (not meet, not suffer)
- 4 The soldiers—if they—short of ammunition (not surrender, not run)
- 5 If this vase—so artistic, I—sorry on your having broken it (not be, not feel)
- 6 If we—to take with us the compass, we—the way in the desert (forget, lose)
- 7 If our firm—the distribution rights of this picture, we—heavy losses (acquire, incur)
- 8 —so foolishly if he—less drunk? (he behave, be)
- 9 The soup—better if you—more salt in it. (taste, put)
- 10 If I—the samples satisfactory, I—a huge order. (find, place)

40 The use of 'If—were to' and 'Were to' inverted in conditional sentences

The conditional sentence

If you read his stories, you would be surprised

can be written as

If you were to read his stories, you would be surprised.

41 Past Perfect Inverted in Conditional Sentences.

The Conditional sentence

If we had lived a century ago, we would have missed much fun

can also be written as

Had we lived a century ago, we would have missed much fun

**Exercise 46.** (a) Rewrite the following sentences in the 'were to' form:

- 1 If you sang I should be happy
- 2 If he did that again, I would dismiss him.
- 3 I would be ruined if I took him as a partner
- 4 If I ever heard her voice again it would bring back many happy memories.
- 5 If he entered business, he might become a rich man
- 6 If I asked him to lend me his notes, would he refuse?

(b) Rewrite the following sentences using Past Perfect inverted instead of 'If—' form in the Conditional clauses:

- 1 If he hadn't been ill he would have attended the marriage
- 2 If she had been more lucid, she would have been happier
- 3 If they had organised the show

## Auxiliary Verbs

### 42. Have

(i) 'Have' as an Auxiliary As an Auxiliary, *have* is used in the formation of tenses

I have taken my lunch  
They have been playing.  
I should have waited for him

(ii) 'Have' showing possession

I have a complete set of Shaw's plays  
She has a very fair complexion  
He will have his share when he comes of age

(iii) 'Have' meaning *take, get, give, receive, experience, encounter*, etc., in various fixed expressions

We have lunch at one (take)  
He had a letter from his uncle last week. (receive)  
We are having a party at our place in the evening. (give)

(iv) 'Have' showing necessity or obligation. When followed by *to*, *have* shows necessity or obligation

We have to be back at home by evening  
He had to work very hard when he was young

(v) 'Have' as a Causative verb. Sentences of the type

I asked somebody to whitewash my room  
I employed a cobbler to mend my shoes

can be neatly expressed as

I had my room whitewashed.  
I had my shoes mended.

This is called the causative use of *have* and the usual pattern is :

Subject + have + object + past participle + ..

### 43 'Have' in Negative and Interrogative Sentences

(i) When *have* is used as an auxiliary, the usual rules for the formation of the negative and interrogative sentences are followed.

(a) I have seen him (Affirmative)

I haven't seen him (Negative)

Have I seen him? (Interrogative)

(b) He has been coming to the office late (Affirmative)

He hasn't been coming to the office late (Negative)

Has he been coming to the office late? (Interrogative)

(ii) 'Have' showing possession *Have* is treated as an anomalous verb and the patterns to be followed in the negative and interrogative sentences are :

(a) She has blue eyes (Affirmative)

She hasn't blue eyes. (Negative)

Has she blue eyes? (Interrogative)

- (b) He has money in his purse (*Affirmative*)  
 He hasn't money in his purse (*Negative*)  
 Has he money in his purse ? (*Interrogative*)

(iii) 'Have' as an ordinary and causative verb In these cases it forms negatives and interrogatives with the auxiliary *do*

- (a) We have an English lesson every day (*Affirmative*)  
 We do not have an English lesson every day (*Negative*)  
 Do we have an English lesson every day ? (*Interrogative*)
- (b) I have my shoes cleaned (*Affirmative*)  
 I do not have my shoes cleaned (*Negative*)  
 Do I have my shoes cleaned ? (*Interrogative*)

(iv) Have to In the case of *have to* we may or may not use the auxiliary *do* in the negative and interrogative sentences

- (a) We have to be at school by 9 o'clock (*Affirmative*)  
 We haven't to be at school by 9 o'clock  
 We don't have to be at school by 9 o'clock (*Negative*)  
 Have we to be at school by 9 o'clock ?  
 Do we have to be at school by 9 o'clock ? (*Interrogative*)
- (b) He had to work very hard (*Affirmative*)  
 He hadn't to work very hard  
 He didn't have to work very hard (*Negative*)  
 Had he to work very hard ?  
 Did he have to work very hard ? (*Interrogative*)

44 'Have' in Continuous tenses When *have* shows possession, it is treated as a non-conclusive verb and is not used in the Continuous tenses

I have some fine paintings at home  
 He has a cricket bat signed by eminent cricketers

But when *have* is used as an ordinary verb or as a causative verb, it may be used in Continuous tenses

The children are having a good time  
 I am having the car cleaned

Exercise 48. Put the correct form of 'have' in the following sentences

- We—a mango party on the opening day of the college
- We never—lunch before two o'clock
- (You)—a cup of coffee ?  
No thanks I am—my dinner in a few minutes
- There is so much noise because they—a heated discussion
- When (I)—my share ?  
You—it when you are major
- We—a seminar in our college next week Will you come ?
- I—these fans oiled.
- I—these fans oiled yesterday
- We—very bad weather these days
- Women drivers—(not) so many accidents as men drivers.
- (You)—a thunderstorm yesterday ?
- How many cups of tea a day (you)—?
- (You)—a good night ?  
No, I slept very badly
- Why didn't you recommend my case ?  
I (not)—a chance.
- I—a look at that house tomorrow. I may buy it



**Exercise 49.** Rewrite the following sentences using the pattern *Subject + have + object + past participle*

**Examples.** I shall ask someone to cut these trees

*I shall have these trees cut*

It is to me I asked someone to repair my typewriter

*It is to me I had my typewriter repaired*

1 I shall ask someone to translate these documents

2 Winter is fast approaching It is high time we asked someone to replace the broken panes

3 We are going to engage some people to redecorate the house

4 He asked the doctor to extract the decayed tooth

5 He asked his tailor to lengthen his trousers

6 He decided to have the doctor vaccinate the children.

7 Can't we get some people to repair these roads?

8, If your eyes feel strained why don't you ask some doctor to test them?

9 How lovely does the child look? Can't we have someone to photograph him?

10. Why don't you ask somebody to post these letters before you go out?

#### 45 Can

(i) Can is used to express permission or possibility It is more informal than may and much more usual in conversation

You can go for a swim this afternoon (permission)

Children can be a source of trouble (possibility)

She can come to see me tomorrow (permission or possibility)

(ii) Can is used to express ability resulting from physical power or capacity, or from knowledge or skill

I can lift this box.

He is over fifty but can still read without glasses

She can sing well

(iii) Can is also used to express ability resulting from circumstances Used for this purpose, it may be paraphrased *be in a position to*

Can you come to see me tomorrow? (Are you free to do so?)

Are you in a position to do so?

Can you go for a swim this afternoon?

(iv) Can is used with verbs of perception to form a kind of substitute for the progressive tenses

I can hear what the speaker is saying

(I am hearing what the speaker is saying)

I can smell something burning (I am smelling something burning)

(v) When Can is stressed in a question beginning with a question word, it suggests puzzlement or impatience

What can he mean? (puzzlement)

Where can I study? (impatience)

(vi) Can't is used to express prohibition

You can't miss as many classes as you like

You can't play with time

I can't depend upon him any more

(vii) Can't is used to express negative deductions

He can't have seen us He was looking the other way

She can't be her mother She is too young

**Note** Couldn't may also be used in this sense

She couldn't be her mother. She is too young

## 46 Could

- (i) Could is used as the past tense of can

My father told me that I could join the club  
 She could not find her purse  
 He said that he could speak German well

- (ii) Could is used to show possibility in the present time

Don't take an overdose of sleeping pills It is very dangerous.  
 You could easily kill yourself  
 Let him not provoke me In anger I could hit anyone

- (iii) Could may be used with a present meaning when there is an idea of condition or speculation

*'I could help him' is a conditional sentence and can refer to either present or future time In the sentence 'I told him I could help him', although the main verb is in past the reference may be to help in present or future time*

Could you finish this story in one day? (if you tried)  
 Could you find a better house? (if you left this one)

- (iv) Could you can be used for a request as an alternative to would you

Could you convey this message to him?  
 (Please convey this message)  
 Could you make a shirt for me? I do not have many  
 (Please make a shirt for me)

- (v) Could with perfect infinitive indicates a past possibility that was not fulfilled or achieved

I could have caught the train if I had hurried  
 I could have climbed that mountain ten years ago

- (vi) Could like can may also be used with verbs of perception as a substitute for the progressive tenses

You could taste the ginger in this cake  
 I could see the force of your argument

- (vii) Could may also be used to show puzzlement or impatience Used in this sense, it suggests only present time

What could I do about it?  
 What could this result in?

- (viii) Could also means feel ready to In this sense it can show either present or future time

I am very happy I could jump for joy  
 I dislike him so much that I could hit him

## 47 Can' and Be able

- (i) In the present tense we may either use
- can*
- or
- am able/is able/are able*
- There is no difference in meaning but
- can*
- being shorter, is more common

Can you play chess?  
 Are you able to play chess?  
 Can your father work for hours together?  
 Is your father able to work for hours together?

(ii) In the past tense either *could* or *was able/were able* can be used to express ability. *Could* being shorter is more used.

When he was young, he *could* write Greek.

When he was young, he *was able* to write Greek.

She *couldn't* understand today's lecture.

She *wasn't able* to understand today's lecture.

But for ability in a particular action *was able* is used. 'He *was able* to finish his essay before he went to the college' means that he not only possessed the ability to finish the essay but actually did so.

(iii) In the future only *shall/will be able* is used:

Next year I *will be able* to complete my M.A.

Will you *be able* to accompany us to Kashmir next summer?

47. *Couldn't*, *Managed to* and *Succeeded*. *Could* cannot be used with the meaning of achievement:

I *could not* often means I *tried and failed*.

I *could* does not mean I *tried and succeeded*.

The idea of achievement can be expressed either by using *managed to* or *succeeded*. The use of *manage* suggests difficulty, need for effort:

He *couldn't* swim the river. (Negative)

He *succeeded* in swimming across the river. (Affirmative)

He *managed to* swim across the river. (Affirmative)

48. *Can be* + Adjective. In § 45 (ii) we said that *can* has the meaning of capacity:

She *can* dance. (she always has the capacity to dance)

Now look at these sentences:

He *can/could be* very rude.

She *can/could be* very serious.

It is clear that he is not always rude, nor she always serious, but that having the capacity, they can be rude or serious on occasions.

**Exercise 50** Fill in the blanks using 'can' for Present, 'could' for Past, 'shall/will be able' for Future. Put 'to' where necessary:

1. He—play chess this afternoon.
2. He—do anything when the doctor gives him permission.
3. I—help you with your homework as my left hand is swollen (negative)
4. You—pour out the tea when it is ready.
5. I—pick a lot of fruit off that tree next week.
6. When you have passed your driving test, you—take the car anywhere you like.
7. Don't pay much heed to what others say, otherwise you'll get confused and you—arrive at any conclusion (negative)
8. (you)—run as fast now as you—when you were young?
9. —you manage business alone?  
Yes, I—but I—do the accounts (second verb neg)
10. If you disturb me, I will lock you in and then you—get out (negative)

**Exercise 51** Fill in the blanks with either 'could' or 'was able' according as the idea is that of permission or that of ability. Put 'to' where necessary:

1. I had no key so I—open the door. (negative)
2. The carpenter—make two chairs in one day.
3. He was very tired but he—finish the assignment before he collapsed.
4. Even at the age of two the child—imitate others well.
5. I—borrow this book from my friend, so I did not have to worry much.
6. I was a long way from the stage. I—see all right but I—hear very well.  
(second verb negative)

- 7 The police—arrest the man who was spreading discontent among the citizens.  
 8 I knew the shop so I—take him there  
 9 The bus plunged into the river The driver—get out but the passengers were drowned  
 10. When I reached the college the examination had already begun. Fortunately I—persuade the supervisor to let me in

#### 49 May and Might

- (i) *May and might* are used for asking and giving formal permission  
 May I come to see you tomorrow? Yes you may  
 May I borrow your pen? Yes, you may  
*Might* is a more polite form of seeking permission  
 Might I use your phone?

*May not* is used to deny permission

May I borrow your book? No, you may not

*May not* is also used, in formal style, in statements that are not answers or denials of requests

Students may not leave the room till the end of the examination.

- (ii) *May/might* can be used to express purpose

Let the dog loose so that it may have a run

They died that we might live

- (iii) *May* is used to express wish

May you live long!

May God bless you!

*May/might* expresses wish when it is used in 'that' clauses after such verbs as *hope*, *trust*

We hope the engineers might call off the strike in a day or two.

I trust that this plan may/might work out well

- (iv) *May/might* is often used to indicate possibility with which doubt or uncertainty is associated

He may/might come today

(perhaps he will come, perhaps not)

- (v) *May* is used to express possibility

You may learn to fly in a week

(it is possible for you to learn to fly in a week)

It is also used to indicate a possibility that arises naturally or as the result of an arrangement There is, in this case, little or no element of uncertainty

You may go from Delhi to Hardwar changing train at Saharanpur

*May and might* are often used to suggest the idea 'it is reasonable for us to expect, hope for, etc'.

The weather is such that we may expect rains early this year

With such opposition we might expect civil war in the country.

*Might* is used to indicate a future possibility if this is looked upon as more remote or uncertain

Take a taxi You might miss the train

You should work hard. You might fail in the examination.

May and might are not used in the interrogative to express possibility. Instead we use *can/could* :

Can this be true ?

Could it happen like this ?

(vi) *May* is sometimes used in questions in this way

How much did this gown cost you, if I may ask ?

The words *if I may ask* are a kind of apology for asking the question. They mean 'if you will allow me to ask such a question.'

Now read these sentences

And what may you think ?

And how old may/might you be ?

And who may you be ?

In these three examples (with stress on 'you' in each one of them) there is a suggestion of condescension or superiority on the part of the speaker

If *might* is used instead of *may*, it indicates some hesitation on the part of the speaker. It is chiefly used in requests :

You might make a little less noise. (Please make a little less noise)

(vii) *May* or *might* + *Perfect infinitive* are used in speculations about past actions

She may have missed the train. (Perhaps she missed the train.

The possibility exists. We do not yet know.)

She might have missed the train. (She did not miss the train but there was a possibility).

Exercise 52. Fill in the blanks with the correct form of 'may'.

1. You—take rest for one day
2. You—as well buy some shirts.
3. I hope that our country—get rid of poverty.
4. Candidates—take their books in the examination hall (negative)
5. We—expect good harvest this year
6. —you enjoy a happy journey !
7. How much did this trouble you, if I—ask ?
8. With such hard working men, we—expect that there will be improvement in our country's affairs
9. She—leave for Madras today
10. Take this book. You—need it
11. And who—the person be ?
12. I knew that they—turn up (negative)
13. They sacrificed their lives so that we—live
14. I'll wait a week so that he—have time to think it over.
15. If we speak in his favour, we—be able to save his life

## 50 May and Can

As has already been explained, *can* denotes ability or capacity, *may* expresses possibility or permission

Exercise 53. Fill in the blanks with the correct forms of 'may' or 'can'.

1. (I)—mend it for you ?
2. If you meet him, you—tell him about it
3. She—have lost her goggles
4. He eats very little so that he—grow fat. (negative)
5. You alone—resolve this dilemma.
6. —I fetch your things ?
7. —dance well on the stage.

- 8 I—be poor but I—be honest.  
 9 He—be rich but he is very cruel  
 10 I—beat him in a fair game  
 11 —you come for the show in the evening ?  
 12 He—succeed if he tries.  
 13 —you enjoy peace of mind ?  
 14 No man—say that he is immortal  
 15 —they withdraw money from the bank whenever they like ?

### 51. Will and Shall

The use of *will* and *shall* in the future tense has already been discussed in §§ 35, 37. In addition to that *will* and *shall* have the following usages

*Will* is used to denote wish, invitations requests, commands, habits, agreement and obstinate insistence

#### (i) Wish

If God wills=If God wishes  
 Do what you will=Do what you wish to do

#### (ii) Invitations

Will you have a cup of tea ?  
 Will you dine with us tonight ?

#### (iii) Requests

Will you close the door, please ?  
 Will you convey to him my message ?

*Would*, instead of *will*, can also be used and it makes the request even more polite

Would you close the door, please ?

#### (iv) Commands

'You will finish this work before you go', said the master to the servant

'All the students will reach the playground at 4 P M', said the Principal

Such a form implies the speaker's confidence that his command will be obeyed

#### (v) Habits

He will consume at least ten cups of tea in a day  
 A horse will usually remain loyal to his master

*Will*, in the first sentence, emphasises the habit of the subject as a tea addict rather than the fact that ten cups of tea have been consumed. In the second sentence also it emphasises the habit of the horse

*Will*, in this sense, is not used very often

#### (vi) Agreement

If you will forgive me, I promise never to do it again  
 We shall be very glad if you will come to tea

**Note** If the principal clause is in the future tense, the conditional clause normally needs a present tense. But in the above sentences, the conditional clause denotes agreement or willingness and can take *will*

## (vii) Obstinate insistence

She will switch on the radio at full volume when everyone else wants to sleep

In such a sentence, *will* is pronounced with a stress

## 52 Shall

(i) *Shall* is used in the first person to make requests for orders

Where shall I put this gas cylinder, sir ?

Shall I look after your luggage ?

(ii) *Shall* is used in the first person to make requests for advice

Both of these appear to be equally lovely Which one shall I buy ?

*Should* may also be used in this sense

Which one should I buy ?

(iii) *Shall* is used in the first person to know the will or desire of the person addressed

Shall I get you a glass of water ? (Would you like me to get you a glass of water ?)

Shall the peon bring these files to your residence ?

(Do you wish him to ?)

(vi) *Shall* is used in the second and third person to show the intention or determination not of the subject but of the speaker regarding the subject

You shall get all the facilities (I will see that you get them)

*Exercise 4* Fill in the blanks in the following sentences with *will* or *shall*

1 Where—we hold the next meeting ?

2 Ajay—not do as he is told.

3 —you pass the bread, please ?

4 Are you feeling cold ?—I close the window ?

5 He wants me to go with him but I—not

6 I—do what I like. None—stop me

7 —you play a game of chess ?

8 If you tease the cat, it—scratch you

9. —Ravi bring the parcel to you when he calls on you ? (Do you wish him to ?)

10 Not ce in the college All the first year students—assemble in the college hall at 8 A.M. on 15th July

11 My son, you—have a better start in life than I had

12 It is very dark. —I switch on the light ?

13 I regret this incident, but I assure you it—not happen again

14 If you—kindly wait a moment I will see if I can help you

15 You have done me a good deed and you—not feel sorry for it. (I will reward you.)

## 53 Should and Would

## Should

(i) *Should* = ought to

You should be loyal to your friends

Time should not be wasted at any cost

*Should* in this sense expresses obligation or advice It is less emphatic than both *ought to* and *must*

(ii) *Should* is used in the indirect speech as the past tense of *shall*

I said: 'I shall return the book in a week.'

I said that I should return the book in a week

(iii) *Should* is used in conditional sentences to express a very unlikely condition :

Should it rain today, it will be pleasant in the evening.

Should you win a lottery, would you help me ?

(iv) *Should* is used to express a desire

I did not wish that you should leave me alone

I did not like that my son should join the army.

(v) *Should* is used to express expectation

They said they would be back by evening. So they should be here any moment now.

(vi) *Should* is used to express purpose

Be careful lest you should catch infection.

They killed the prisoners lest they should escape.

(vii) *That ...should* can be used after *decide, determine, agree* in the past tense and after *propose, recommend, suggest* and some other similar verbs both in the present and the past tense :

They agreed that the operation should be performed immediately.

The same thing could be said by 'They agreed to perform the operation immediately' But the first sentence is more impersonal and emphatic than the second.

Similarly

I suggest that a staff meeting should be held in the first week of July.

I suggested that a staff meeting should be held in the first week of July.

(viii) *That ...should* can be used after certain impersonal expressions.

It can be used after it is/was necessary/advisable/essential/desirable/better/important/urgent or it is strange/odd/surprising/ridiculous/delighting :

It was necessary that all the members present there should take the pledge of loyalty.

It is ridiculous that you should fight over such a trivial matter.

#### 54. Would

(i) *Would* is used in indirect speech as the past tense of *will* :

He said, "I am sure I will reach in time."

He said that he was sure he would reach in time.

**Note.** When direct speech is changed to indirect and a first person has to be changed to a third person, *I/we shall* is changed to *he/she/it, they would* :

He said, "I shall get late."

He said that he would get late.

(ii) *Would* is used to express a polite request :

Would you kindly convey my message to my brother?

Would you close the door, please?

(iii) *Would* is sometimes used to express determination :

He would do it whether you like it or not.

He would not be persuaded however hard one might try.



(iv) **Would** is also used to denote habitual action -

While in the metropolis, they would spend their weekend in a suburban hotel

As a child I would daily request my grandmother to tell me stories

(v) **Would** denotes wish also

Would that we were two butterflies !

I wish you would go away

If **would** is used with *if* only, it expresses a hopeless wish

If only he would come !

(vi) **Would** is used to express uncertainty

The Principal would agree if he were approached

He would go if he were asked.

**Exercise 55** Fill in the blanks in the following sentences with 'would' or 'should' :

1 I am feeling suffocated — you open the window, please ?

2 As a child he — never sleep alone

3 All of us — try to have small families

4 I — come if invited.

5 I said I — soon get the permission of my father

6 He — have his own way at all costs

7 It is better that we — wait till tempers have cooled down

8 He proposed that they — make a film to succeed at the box office.

9 They — have consulted me before submitting the final report

10 — you come across a genuine sapphire, please buy it for me

11 He — not concede even to the most reasonable requests

12 It is already past eleven, the postman — come any moment

13 It is important that we — strictly observe the regulations of our society

14 If only I — pass !

15 He caught a taxi lest he — be late for the train

16 He proposed that we — go to a cabaret show

17 When we were together at the college, he — spend hours with me just chatting

18 If I were you, I — not do it

19 — you mind giving me your pen for a minute ?

20 I was walking through the park when whom — I see but my long lost brother.

**55. Must**(i) **Must** is used to express necessity, obligation or certainty both in the present and the future time

You must study this book (necessity)

Soldiers must obey orders without question (obligation)

This must be your book Your name is written on it

(Certainty)

We must work harder next year (Future necessity)

**Note** To express necessity/obligation in the past time we use **had to**

He had to appear for the interview

Last year we had to study that book.

(ii) **Must** has no past tense but it is used for past time in reported speeches

He said, ' We must do as we are told '

He said that they must do as they were told

(iii) **Must** can be made to describe past time by using the perfect infinitive after it This may only be done when it means certainty

Nobody picked the phone when I rang up They must have gone out

- (iv) *Must not* expresses negative obligation in the present or future :  
 You must not be late for the show  
 You must not behave like this (I forbid you to behave like this)

### 56 *Must and Have To*

(i) *Must* expresses obligation or compulsion from the speaker's point of view. *Have to* expresses an external obligation, i.e., one imposed by some external authority or circumstances

You must clean your own shoes (These are my orders)

You will have to clean your own shoes when you join the army  
 (The army authorities will oblige you to do it)

If the speaker adds his support or approval to the external authority, he may use *must*

Students must obey their teachers (The speaker approves of it)

Students have to obey their teachers (The speaker merely states the fact)

In the first person this difference is less important and very often either form is possible, though *have to* should be used for habits and *must* for an important or urgent obligation

I have to get up at five every day (habit)

We have to water the plants twice a day (habit)

I must be at the examination hall at nine It is most important  
 (important obligation)

- (ii) It is safer to use *have to* form in the interrogative sentences.

Does she have to clean the house alone ?

Has he got to go to the office at 8 A M ?

Will you have to read 'Othello' when you go to the third year ?

Note The various interrogative forms of *have to* in the present are :

Have I to wash my teeth every night ?

Have I got to wash my teeth every night ?

Do I have to wash my teeth every night ?

Sentences in the Past Tense follow the same pattern

Exercise 56 Fill in the blanks with 'must' or the correct form of 'have to'

- 1 Students—leave their books outside the examination hall
- 2 He—leave his home at seven every morning
- 3 You—consult this book. It's really useful
- 4 She—do all the typing at her office
- 5 When you enter the court, you—take off your cap
- 6 The buses were all packed. We—get a taxi
- 7 Tell them that they—be here by seven
- 8 Mother to son : You—come late at night (negative)
- 9 He said they agreed they—help each other
- 10 We—make any man feel inferior (negative)
- 11 Park notice : Cycles—be taken into the park. (negative)
- 12 As the examinations are near, we—get up early
- 13 If we buy a television set we—get a licence for it
- 14 When he changed his job, he—move to a bigger flat
- 15 He is living alone and—cook his own meals

### 57 *Mustn't and Needn't*

*Mustn't* expresses negative obligation or prohibition :

Cars mustn't be parked in front of the entrance.

You mustn't move out of the house

## Change of Voice

### 62 Active Voice

Renu likes coffee

Students enjoy a holiday

The magistrate punishes the guilty

In the sentences given above the subject performs the action and the sentences are about the subject. We say that this type of sentences are in the **Active Voice**.

### 63 Passive Voice

But sometimes we are not interested in the subject. Either we want to emphasise the object or we feel the subject is insignificant. For example, we may have sentences like

This news was published in the papers

India is divided into states

Bottles are made of glass

These sentences are said to be in the **Passive Voice**.

64 It is normal to use the active voice. Passive voice should be used only when it makes a better sentence than the active or when the correct emphasis demands it.

(a) (i) I saw a man who was stealing apples. (*Active*)

(ii) A man by whom apples were being stolen was seen by me. (*Passive*)

The first sentence in the active voice is better.

(b) (i) People speak English all over the world. (*Active*)

(ii) English is spoken all over the world. (*Passive*)

The second sentence in the passive voice is better, since the active subject 'people' is unnecessary.

(c) (i) Suresh bought these books. (*Active*)

(ii) These books were bought by Suresh. (*Passive*)

Both these sentences are equally good, one or the other voice should be used according as we are more interested in Suresh or the books.

65 The three sentences given in § 62 converted into passive voice would read as

Coffee is liked by Renu

A holiday is enjoyed by students

The guilty are punished by the magistrate.

Coffee, A holiday, The guilty—the three objects have now become subjects. A sentence, if it is to be expressed in passive voice, must have an object clearly stated or implied.

66 **Verbs with or without Objects** (*Transitive and intransitive verbs*) In the three examples given above the verbs have their objects

(such verbs are called transitive verbs) But we can have countless sentences with verbs that take no objects (Intransitive verbs)

I went to the railway station

He reached the college in time

Only transitive verbs allow change of voice

### How to change the Voice

67 Present Indefinite Let us again study the examples taken above

(i) Renu likes coffee (Active)

Coffee is liked by Renu (Passive)

(ii) Students enjoy a holiday (Active)

A holiday is enjoyed by students (Passive)

(iii) The magistrate punishes the guilty (Active)

The guilty are punished by the magistrate (Passive)

The changes effected are

(i) The active objects become the passive subjects. (Coffee, a holiday, the guilty)

An appropriate form of the verb to be (is/are/am) is used followed by the past participle of the active verb (liked, enjoyed, punished)

(ii) The active subject is changed to passive object preceded by the preposition by This is to be omitted altogether if the meaning is clear without it

Somebody wants Anju on the telephone (Active)

Anju is wanted on the telephone (Passive)

Note 1 Sometimes we may have a personal pronoun (like I we, she, me us) as a subject or an object in a sentence It is to be watched carefully

(i) We demand an enquiry (Active)

An enquiry is demanded by us (Passive)

(ii) My friends trust me (Active)

I am trusted by my friends (Passive)

Note 2 The object or the subject may be a phrase instead of a single word The whole phrase then changes its place

(i) This aeroplane flies a large cargo (Active)

A large cargo is flown by this aeroplane (Passive)

(ii) A cry of distress frightens a child (Active)

A child is frightened by a cry of distress (Passive)

Note 3 Sometimes the whole group of words following a verb may not constitute its object In that case the object has to be separated carefully

They remove the wounded soldiers to a nearby hospital (Active)

The wounded soldiers are removed to a nearby hospital (Passive)

Note 4 When the verb in the active voice takes two objects, it is more usual to make the personal object the passive subject, though it is grammatically correct to choose either of them

(i) Your uncle teaches us English. (Active)

We are taught English by your uncle (Passive)

- (ii) The principal grants us leave (Active)

We are granted leave by the principal (Passive)

Note 5 Active verbs followed by certain prepositions retain them when they are changed into passive voice

- (i) We object to this proposal (Active)

This proposal is objected to by us (Passive)

- (ii) A nurse looks after this little girl (Active)

This little girl is looked after by a nurse (Passive)

Note 6 Present Indefinite interrogative sentences When interrogative sentences are changed from active to passive, the interrogative character of the sentences has to be retained even in the transformed form

A. Sentences beginning with a verb or a part of the verb

- (i) Do I disturb him? (Active)

Is he disturbed by me? (Passive)

- (ii) Does he hate me still? (Active)

Am I still hated by him? (Passive)

B Sentences beginning with a question word .

- (i) When does he do his homework? (Active)

When is his homework done by him? (Passive)

- (ii) Which book do you want? (Active)

Which book is wanted by you? (Passive)

Exercise 58. Change the following sentences from active to passive (Note that in sentences 4, 5, 9, 10, agents are not to be mentioned)

1 I know this boy 2 'The Discovery of India' contains much useful information 3 Her brother teaches her Mathematics in the evenings 4 We heat the room by electricity 5 A checker checks the admission tickets at the gate 6 A network of canals irrigate the Punjab 7 A fierce storm uproots the trees 8 Do you deal in watches? 9 Doesn't God punish us for our sins? 10 Why do they pay us so little?

### 68. Past Indefinite

- (i) The magistrate punished the guilty (Active)

The guilty were punished by the magistrate. (Passive)

- (ii) They elected him captain (Active)

He was elected captain (Passive)

- (iii) How did you kill the snake? (Active)

How was the snake killed? (Passive)

Rule Active Second form of the verb (Punished, elected )

Passive (was, were) + third form of the verb (Were punished, was elected)

Exercise 59 Change the following sentences from active to passive voice mentioning the agent only where necessary

1 The audience applauded the actors 2 He presented his wife a saree 3 He hurt his leg in the accident 4 The judge sentenced him to two months' imprisonment 5 Someone switched on the light and opened the door 6 People criticised him for not offering to pay for the damage 7 My friend helped me when I was losing in business 8 Who helped him? 9 How did you get this information? 10 Did they pay the clerks their salaries on the first of the month?

### 69 Future Indefinite

- (i) Students will enjoy a holiday. (Active)

A holiday will be enjoyed by the students. (Passive)

(ii) Will he take us there ? (Active)

Shall we be taken there by him ? (Passive)

(iii) Who will help you in this matter ? (Active)

By whom will you be helped in this matter ? (Passive)

Rule Active : (will, shall)+first form of the verb (will enjoy, shall finish .....).

Passive : (will be, shall be)+third form of the verb (will be enjoyed, will be finished .....).

Exercise 60 Change the following sentences from active to passive voice mentioning the agent only where necessary :

- 1 Ram will win the first prize. 2 Someone will serve the refreshments soon.
3. We shall act on your advice 4 The teacher will ask us several questions of this type 5 People shall forget this play in a few years' time 6 He will not write the letter, he will type it 7 The enemy will either take you prisoner or shoot you. 8 Will they declare Monday a holiday ? 9 When will they hold the annual function ? 10 Who will preside over the meeting ?

#### 70. Present Continuous

(i) They are pulling down the old theatres (Active)

Old theatres are being pulled down. (Passive)

(ii) The police is unduly harassing me. (Active)

I am being unduly harassed by the police. (Passive)

(iii) Are they not praising me ? (Active)

Am I not being praised ? (Passive)

Rule. Active : (is, am, are)+first form of the verb+ing (are pulling, am composing).

Passive : (Is, are, am)+being+third form of the verb (are being pulled, is being composed.....)

Exercise 61 Change the following sentences from active to passive

1. Students are doing a lot of work 2. The children are enjoying the circus show. 3. The current is sweeping off the boat 4 We are eagerly waiting for the President. 5 The servant is laying down the table 6. The waves are continuously striking against the shore 7 They are repairing the roads recently damaged in the rains. 8 Who is knocking at the door ? 9 Are they making fun of me ? 10. Why are they making a hell of noise in the class room ?

#### 71. Past Continuous.

(i) They were making good progress. (Active)

Good progress was being made. (Passive)

(ii) Where were they playing the cricket match ? (Active)

Where was the cricket match being played. (Passive)

Rule. Active : (was, were)+first form of the verb+ing (were making, was roasting).

Passive : (was, were)+being+third form of the verb (was being made, was being roasted).

Exercise 62. Change the following sentences from active to passive :

1. The peon was carrying out the order of the Principal 2 The artists were not rehearsing the play. 3. She was arranging the furniture in the drawing room. 4. We were applauding our team. 5. The shopkeepers were fleeing the customers in the fair. 6. Were they not worshipping their gods ? 7. Who was distributing sweets among the children ?

72. Future Continuous Tense cannot be changed into the Passive form.

## 73 Present Perfect.

- (i) You *have insulted* us today (Active)  
We *have been insulted* by you today (Passive)
- (ii) How *have* you *unfolded* this mystery? (Active)  
How *has* this mystery *been unfolded*? (Passive)

Rule Active (has, have)+third form of the verb (have insulted, has called)

Passive (has, have)+been+third form of the verb (have been insulted, have been called)

Exercise 63 Change the following sentences from active to passive

- 1 The parrot has learnt a lot of new words. 2 A snake has bitten this child.  
3 A thief has stolen the jewels. 4 The teacher has struck his name off the rolls.  
5 No one has ever defeated me in a debate competition. 6 Has your friend won the wager?  
7 Who has bribed the peon? 8 Which doctor has prescribed this medicine?

## 74 Past Perfect

- (i) We *had completed* our work before sunset (Active)  
Our work *had been completed* before sunset. (Passive)
- (ii) *Had* the labourers *resumed* work before the manager arrived? (Active)

*Had* work *been resumed* by the labourers before the manager arrived? (Passive)

Rule Active (had)+third form of the verb (had completed, had resumed)

Passive (had been)+third form of the verb (had been completed, had been resumed)

Exercise 64 Change the following sentences from active to passive

- 1 He had disclosed the secret before it was evening. 2 The engineers had already repaired the bridge.  
3 Somebody had slashed the picture with a knife. 4 The burglars had cut an enormous hole in the steel door before I got up.  
5 Previous climbers had cut steps in the ice and fixed a rope. 6 Had they demolished the shrine before we reached there?  
7 Had the police ever raided the gamblers' den?

## 75 Future Perfect

- (i) They *will have finished* the breakfast by eight (Active)  
The breakfast *will have been finished* by eight (Passive)
- (ii) *Will* you *have checked* the accounts before they close the office? (Active)

Will the accounts *have been checked* before the office is closed? (Passive)

Rule Active (will, shall)+have+third form of the verb (will have finished, will have announced)

Passive (will, shall)+have been+third form of the verb (will have been finished, will have been announced)

Exercise 65 Change the following sentences from active to passive

- 1 We shall have withdrawn money from the bank by tomorrow. 2 They will have closed booking when you reach the theatre.  
3 The rebels will have captured the city before the reinforcements arrive. 4 Will they have served the dinner when we reach home?  
5 Will the farmers have reaped the harvest before the rains set in?

76 Present, Past, Future Perfect Continuous Tenses cannot be changed into the Passive Voice

77. The Auxiliaries (Can, could, may, might, should, would, must, ought)

- (i) They *should shoot* the traitors dead (Active)  
The traitors *should be shot* dead (Passive)
- (ii) People *must not worship* the idols (Active)  
The idols *must not be worshipped* (Passive)
- (iii) *May God bless* you with health (Active)  
*May you be blessed* with health (Passive)
- (iv) The rich *ought to help* the poor (Active)  
The poor *ought to be helped* by the rich (Passive)
- (v) *Should you have interrupted* me while I was speaking? (Active)  
*Should I have been interrupted* while I was speaking? (Passive)

#### Rule

(i) Active the auxiliary + first form of the verb (should shoot, must worship)

Passive the auxiliary + be + third form of the verb (should be shot, must be worshipped)

(ii) Active the auxiliary + have + third form of the verb—auxiliary with perfect form (should have interrupted—sentence (v))

Passive the auxiliary + have been + third form of the verb—auxiliary with passive perfect (should have been interrupted)

Exercise 66 Change the following sentences from Active to Passive:

- 1 We must obey the laws of the land
- 2 They could not trace the revolutionaries.
- 3 You ought not to buy these expensive books.
- 4 May you win the victory?
- 5 They might not take notice of me
- 6 Should you ever tell a lie?
- 7 In Bombay you could not have a good dinner for two rupees
- 8 Would they leave the gate unbolted?
- 9 Must not they ban the sale of exposed sweets and rotten fruit?
- 10 Who may have committed this mistake?

#### 78 Imperative Sentences

- (i) Open the door (Active)  
Let the door *be opened* (Passive) Or  
The door *should be opened* (Passive)
- (ii) Sell this bicycle off. (Active)  
Let this bicycle *be sold off* (Passive) Or  
This bicycle *should be sold off*. (Passive)

#### Rule

Active The sentence begins with the first form of the verb (open, sell)

Passive (i) Let + the object + be + third form of the verb

(Let the door *be opened*)

(Let this bicycle *be sold off*)

(ii) The object + should + be + third form of the verb.

(The door *should be opened*)

(This bicycle *should be sold off*)

#### 79 Sentences Beginning with 'Let'.

- (i) Let him buy a watch (Active)  
Let a watch *be bought* by him. (Passive)
- (ii) Let us forget the old bickerings. (Active)  
Let the old bickerings *be forgotten* (Passive)

Rule. Active: Let + first form of the verb (Let buy)

Passive: Let + be + third form of the verb. (Let be bought).



Note that the sentence in the active as well as in the passive voice is introduced by 'let'

**Exercise 67** Change the following sentences from Active to Passive

1. Do not make a noise. 2. Bring a rupee worth of oranges. 3. Give up your bad habits. 4. Lower the boats. 5. Do not board a running bus. 6. Bring me a glass of water. 7. Avail yourself of every opportunity. 8. Give the patient this medicine every three hours. 9. Let me try this question. 10. Let him face a few difficulties.

**80. Passive to Active.**

- (i) The dog was run over by a car. (Passive)  
A car ran over the dog. (Active)
- (ii) I shall be obliged to go. (Passive)  
Circumstances will oblige me to go. (Active)
- (iii) He has been arrested on a charge of theft. (Passive)  
The police has arrested him on a charge of theft. (Active)
- (iv) Without effort nothing can be gained. (Passive)  
One can gain nothing without effort. (Active)
- (v) The poor are to be pitied. (Passive)  
One is to pity the poor. (Active)
- (vi) Let it be done. (Passive)  
Do it. (Active)
- (vii) Are these plants being watered? (Passive)  
Is the gardener watering these plants? (Active)
- (viii) By whom was the fair inaugurated? (Passive)  
Who inaugurated the fair? (Active)

**Exercise 68** Change the following sentences from Passive to Active

1. Are you interested in this idea? 2. The bonus has been paid for this year. 3. Children under three will not be admitted in the school. 4. He is being looked up to by every one. 5. The old beggar was being laughed at by the naughty boys. 6. The truth of this statement has been verified. 7. The house had been reduced to ashes before the arrival of the fire brigade. 8. These houses will have been vacated by Thursday next. 9. This switch should not be touched. 10. All weapons must be surrendered immediately.

**Exercise 69.** Change the following from Passive to Active

1. He is often taken for my brother. 2. Rotten eggs and tomatoes were thrown at the speaker. 3. By whom have my books been meddled with? 4. These instructions can be understood by anyone with a little intelligence. 5. He was disgusted with the flattery of his servants. 6. This couldn't have been done by a child. 7. The rumour must have been started by our opponents. 8. Why wasn't the car either locked or put into the garage? 9. Aren't we being followed? 10. Your servant had better be instructed to be polite. (You had better instruct )

**81. Miscellaneous Examples of Change of Voice**

- (i) It is time to start the match. (Active)  
It is time for the match to be started. (Passive)
- (ii) I expected to finish the work in time. (Active)  
I expected the work to be finished in time. (Passive)
- (iii) Macbeth hoped to succeed Duncan. (Active)  
It was hoped by Macbeth that he would succeed Duncan. (Passive)
- (iv) They propose to build a dam for irrigation purposes. (Active)  
They propose a dam to be built for irrigation purposes. (Passive)
- (v) I saw him opening the box. (Active)  
I saw the box being opened by him. (Passive)
- (vi) I found the boys laughing at me. (Active)  
I found myself being laughed at by the boys. (Passive)

- (vi) Many went to see the hanging of the murderer (Active)  
Many went to see the murderer being hanged (Passive)
- (vii) Enter by this door. (Active)  
You are requested to enter by this door (Passive)
- (ix) Be quiet. (Active)  
You are ordered to be quiet (Passive)
- (x) They say that the earth is round (Active)  
It is said that the earth is round (Passive) Or  
The earth is said to be round
- (xi) Children like to play (Active)  
It is liked by the children to play (Passive)
- (xii) It is your duty to make tea in the evening (Active)  
You are supposed to make tea in the evening (Passive)
- (xiii) We saw them enter the hall (Active)  
They were seen entering the hall (Passive)
- (xiv) It is impossible to undo what has been done (Active)  
What has been done cannot be undone (Passive)
- (xv) He likes people to call him 'Sir' (Active)  
He likes to be called 'Sir' (Passive)

### Miscellaneous Exercises

Exercise 70 Change the Voice of the following sentences

- 1 The jug contains milk 2 Keep the ball rolling 3 I bought her a saree  
4 One should keep one's promises 5 Nobody has beaten the child 6 How  
are you sending the parcel? 7 A thunderstorm often turns milk sour 8 It is  
time to take tea 9 Whose camera did he steal? 10 He begged the teacher  
that he might be forgiven

Exercise 71 Change the Voice of the following sentences

- 1 His conduct pleased his officers 2 Shall I ever forget those happy days?  
3 Pay that bill today 4 Many people still believe in superstitions 5 How many  
friends helped you? How many friends did you invite? 6 Someone saw him pick  
up the gun 8 He is said to have lived only on liquid diet 9 Everybody  
desires to live 10 They work hard to produce better results.

Exercise 72 Change the Voice of the following sentences

- 1 Sorrows remembered sweeten present joys 2 Do you see this ring?  
3 Tell him to leave the room at once 4 The ship was wrecked 5 They say  
experience teaches even fools 6 It is now necessary to consult the doctor 7 Your  
money could be put to good use instead of being left idle in the bank 8 Who  
taught you such a behaviour as this? 9 He made his wife do this work 10 God  
helps those who help themselves

Exercise 73 Change the Voice of the following sentences

- 1 Indu expects every man to do his duty 2 Please walk to the right (You  
are requested to ) 3 His fine voice will never be heard again in this hall  
4 Has any other company ever refused you an insurance policy? 5 Is it possible  
to buy furniture at instalments? (Can furniture be ) 6 Mustn't you write off  
all those bad debts? 7 What cannot be cured must be endured (One must en-  
dure what ) 8 Women like to be flattered by men (Women like men to )  
9 These schemes are to be introduced gradually 10 You have to see it to  
believe it

Exercise 74 Change the Verbs in the following sentences from the Passive to the Active Voice

- 1 This document must be signed by two persons 2 This change was made  
in the ledger 3 Profits will be calculated at the end of the year by the manager  
4 The amount was transferred from the current account by him 5 The slip  
was filled in by mistake by the clerk 6 The client was requested by the manager  
to wait 7 The figures were wrongly totalled by the accountant 8 The surplus  
was debited to his account by the manager 9 The exhibition had been opened  
by the Director 10 The account has been carefully checked by me

# Prepositions

## Section I

### 82 Prepositions of Time

A number of prepositions may be used to denote time *from* Monday *after* my return *during* the night, *till* tomorrow, *before* the bell rings a quarter *to* ten. In most cases the preposition required is easily found out. The following prepositions, however, need special attention.

**At** *At* is used with a definite point of time, for example, with hours, moments

*At 7 p.m.*, *at this moment*

*At* is also used with the names of festivals

*At Dewali*, *at Durga Puja*

**On** *On* is used with more general points of time than *at*, for example with days and dates

*On Monday*, *on 1st May*, *on the annual day*, *on a May afternoon*.

**In** *In* is used with parts of the day, months, years, seasons

*In the morning* (but *at noon*, *noon* is a point of time), *in September*, *in 1945*, *in winter*

*In* is also used with the future tense to show the period in which an action will happen

*In a week*, *in four hours*

**Note** *In* and *Within* *In* means *at the end of*, *within* means *before the end of*

*I shall be back in a week* (when a week is over)

*I shall be back within a week* (before a week is over)

**By** *By* refers to a point of future time and denotes the latest time at which an action will be over

*The competition will be over by 6 p.m.*

(It should be over before it is 6, but the latest time at which it can be over is 6)

*They will have declared the result by tomorrow evening*

**For** *For* is used with periods of time to show the duration of an action. It is mostly used with perfect continuous tenses though it may be found with other tenses as well

*The child has been sleeping for three hours*

It may sometimes be omitted

*I have been busy the whole morning* (*for the whole morning*)

**Since** *Since* marks the point of time at which an action began. It is used only if the action has continued till the time of speaking hence

it is found with perfect continuous tenses Unlike *for*, it can never be omitted :

She has been teaching in this college *since* 1965.

A cool breeze has been blowing *since* morning.

5. **From** *From* denotes the starting point of an action and is used in all other cases except when the action has continued till the moment of speaking It is almost invariably used with *to* or *till*

The examination will be held *from* 8 a m *to* 11 a m

He was the Chief Minister of this State *from* 1950 *till* 1962

Exercise 75 Fill in the blanks

- ✓ 1 The college will break up for the summer vacation—about a week's time
- 2 The annual function of the college will be held—Friday the 23rd March —4 p m
- ✓ 3 We have been hard at work—the moment we arrived
- 4 I shall wait for you—5 p m —6 p m —Sunday I hope you will come
- 5 He has been the Principal of this College—the last 8 x years
- 6 This term ends—24th December, and—21st all assignments should be completed
- ✓ 7 Progress reports are sent to the parents—the end of the month
- 8 I am always at home— a Sunday morning
- ✓ 9 The examination will begin—the first week of May and end—12th —how long I as the patient been in such a serious condition ?
- 10 It appears, I have not been to the theatre—ages
- 11 He has been in the hospital—January
- ✓ 12 He was in the hospital—January—March
- 13 —the time the fire brigade arrived, the shop had been reduced to ashes
- 14 Our shop has announced a clearance sale—Durga Puja

83 **Prepositions of Position** Many prepositions may be used to define the position of one object in relation to another

At the table ; in the bed , *on/in* the chair , *behind* the curtain , *below* the surface , *beside* the wall , *under* the table , *across* the field , *between* Bombay and Allahabad , *near* Delhi , *over* the fireplace , *above* the fields ; *within* the house , *along* the border , *among* the bushes , etc

Most important and easily confused among these are discussed below.

84 **At, In** *At* has the idea of an exact point, and is, therefore, used with houses, villages, small towns , *in* has the idea of a larger area and is used while speaking of bigger towns, states, countries, etc.

At Karol Bagh in New Delhi , at Ambala , in England , at the end , in the middle

85 **Between, Among** *Between* means in the middle of two . it may be two persons or things, or any two items from a larger group .

A small table was lying *between* the two admirals

He walked in the garden *between* the flowerbeds

Notice the use of *between* in

*Between* you and me, he is a cheat and rogue.

*Among* is used with more than two persons or things .

The hare hid itself *among* the bushes

Distribute these sweets *among* the children

86. **Above, Over, Below, Under, Beneath**

**Above, Over.** *Above* means higher than *Over* means vertically above .

My house stands on a hilltop *above* the fields. ✓

There is a fan exactly *over* the table

**Below, Under.** *Below* means *lower than*. *Under* means *vertically below*

There was a beautiful lake *below* us in the valley

The weary traveller was resting *under* the tree

All the four can be used figuratively also

**Above**

His expenditure is *above* his income

He is *above* partiality

His name was *above* mine in the list

**Over**

He is *over* forty years old

I have no power *over* him

He is placed *over* him

**Below**

He is *below* me in the office

The number was *below* ten

It is *below* your dignity to mix with such people

**Under**

The road is *under* repair

The people present in the meeting were definitely *under* five hundred

Fifty persons work *under* him

**Beneath**

*Beneath* also means in a *lower position*, but is mostly used figuratively only

She married *beneath* her

His actions are *beneath* contempt

**Exercise 76.** Fill in the blanks with 'at', 'in', 'between', 'among', 'below', 'under', 'beneath', 'above', or 'over' :

- ✓1 We have decided to hold our next meeting—my house—Model Town
- ✓2 Can you distinguish—these two words?
- 3 The train was passing—the bridge
- 4 She does not like mixing with people—her  
others, I have invited Sushil also
- ✓5 His name was—mine in the list
- ✓6 Two vehicles collided—the middle of the road
- 8 They quarrelled—a table
- 9 A boy sitting—the back of the class tried to disrupt the lesson
- 10 I put my signatures on the letter—pressure
- 11 The members of his family are always quarrelling—themselves
- 12 Delhi is—Agra on the Jamuna
- 13 You are not entitled to vote as you are—age
- ✓14 He is courteous, polite, gentle, but—all he is very noble
- 15 There are only a couple of pine trees—the top of the hill but many—the valley
- 16 Understanding—the partners is very essential for a happy married life
- 17 You should sign the—nor—the stamp but—it
- 18 I doubt if we can show any progress if we continue working—these conditions
- 19 The patient has been—treatment for—a week, but he has shown no signs of improvement
- ✓20 I have always been—the impression that he was—this sort of meanness

## 87 Preposition of Direction

(i) Prepositions of direction towards. These prepositions are : to, towards, into, at, for, against

**To, Towards** *To* has the sense of destination, *towards* of direction

He came to me to seek advice on a certain matter

We went towards the site of the accident, but the police did not allow us to go very close

**Into** *Into* denotes movement towards the interior of something

He jumped into the well

One stream flows into another

Figuratively We have entered into an agreement to export handicrafts to some European countries

**At** *At* has usually the idea of aim

He threw a stone at the dog (He wanted to hit the dog with a stone)

**Compare**

(a) He threw a ball *to* the child (The ball reached the child)

(b) He threw a ball *towards* the child (He threw a ball in the direction in which the child was standing The ball may or may not have reached the child)

(c) He threw the ball *at* the child (He wanted to hit the child with the ball)

*At* is also used with the following verbs figuratively

aim at, point at, smile at, throw at, laugh at, look at, jeer at

**For** *For* is used to denote direction when the verb shows the beginning of a movement

The child leaves for the school at 7 a.m.

We shall soon set off for Bombay.

**Against** *Against* shows pressure or contact

He threw the goods against the wall

(ii) Prepositions of direction from Most common among these are *from*, *off*, *out of*

**From** *From* is used with the point of departure

He brought these books from the market

He had already gone from home

**Off** *Off* shows separation It is used in the sense of *from* the surface of and also down from

He fell off the cycle

Take your hands off my books

**Out of** It is the opposite of *into* It means from the interior of

He took a few books out of the almirah

Exercise 77 Fill in the blanks with suitable Prepositions showing direction :

- ✓ 1 We are leaving—the market in a few minutes
- ✓ 2 The crowd pressed—the fence
- ✓ 3 He fell—his horse and got a nasty cut in the leg.
- ✓ 4 The country seems to be moving—war
- ✓ 5 The brave youth immediately jumped—the river to save the drowning child.
- ✓ 6 Be careful, you are in still—danger
- ✓ 7 The mad beggar threw stones—the children
- ✓ 8 Taking a knife—his pocket he jumped—his enemy
- ✓ 9 I have borrowed this book—one of my friends.

- 10 He shouted—him to come  
 11 The irritated master shouted—the servant  
 ✓ 12 Her face was so sweet that I could not keep my eyes—it  
 ✓ 13 Leaning—me he told me a few startling secrets  
 14 They ran—the scene of the crash to see what they could do for the wounded passengers.  
 ✓ 15 Keep your dog—the flower beds He might damage the flowers

## Section II

88 In this section are discussed the relations (other than those of time position direction that have been dealt with in Section I) denoted by the most frequently used prepositions

- (i) About shows nearness of some kind  
 The bell is *about* to go  
 I was *about* to go to bed when he called on me  
 It also means *concerning*  
 He told us *about* his past experiences
- (ii) Across means *from one side to the opposite, or on the opposite side of*  
 He swam *across* the river  
 There is a beautiful orchard *across* the fields
- (iii) After denotes some kind of sequence  
 I shall enter *after* you  
 The policeman ran *after* the robber  
*After* all you have told me I am convinced of the truth of your statement  
 The younger sister takes *after* the elder
- (iv) Against shows opposition of some kind  
 He is acting *against* the orders  
 We must be adequately equipped *against* all foreign aggression
- (v) Along means *in the same line with*  
 We went for a stroll *along* the seashore
- (vi) At denotes proximity with actual or intended contact  
 The cat rushed *at* the rat  
 At what price are oranges sold?  
 We were *at* the dinner then  
 He is *at* the top of the class
- (vii) Before means *in front of*  
 The culprit was brought *before* the judge  
 It also denotes priority  
 Death *before* dishonour
- (viii) Behind means *at the back of*, it is the opposite of *before*,  
 They hid *behind* the curtain  
 The dog ran *behind* its master
- (ix) Beside means *by the side of*  
 His emptied purse was lying *beside* his dead body  
 It also shows irrelevancy  
 All this discussion is *beside* the point
- (x) Besides means *in addition to*  
 Besides these text books I shall be needing a few reference books also

- (xi) *Beyond* means *out of, on the farther side of*  
 This is *beyond* my understanding  
 Our new college building is *beyond* the market
- (xii) *By* shows nearness of some kind  
 Let us sit *by* the fireplace  
*By* also denotes agency, manner, measure  
 He was given this information *by* me  
 I caught hold of the dacoit *by* the neck  
 He is senior to me *by* a year
- (xiii) *Down* denotes descent  
 Very cautiously we climbed *down* the hill
- (xiv) *For* denotes the following relations  
 Purpose Walking is good *for* health  
 Reason He was punished *for* theft  
 Extent I had to walk *for* two miles to reach your place  
 On behalf of I shall willingly fight *for* you  
 Exchange He sold all his belongings *for* a petty sum  
 In spite of *For* all his defects I love him
- (xv) *From* denotes source inference and motive  
 I borrowed a few rupees *from* my cousin  
 I can safely conclude *from* your account that he is a scoundrel  
 He committed this murder *from* jealousy
- (xvi) *In* denotes rest in the interior of anything  
 He is *in* a cheerful mood  
 He spent the whole of his life *in* poverty
- (xvii) *Of* means proceeding from pertaining to belonging to  
 He died *of* heart attack  
 He often talks *of* you  
 One leg *of* this chair is broken  
 It also shows quality and comparison  
 He is a man *of* noble character  
 The elder brother is more intelligent *of* the two
- (xviii) *On or Upon* denotes rest on the upper surface of a thing  
 I put my books *on* the table  
 He wrote an essay *on* the food problem of India  
 I depend *on* my father
- (xix) *Than* denotes comparison or difference  
 It is hotter in Delhi *than* at Simla  
 None other *than* a graduate is eligible for this post
- (xx) *Through* means across the interior of anything  
 Bore a hole *through* the board  
 He has passed *through* many difficulties  
 I could see *through* his trick.  
 It also denotes motive  
 All this was done *through* jealousy.
- (xxi) *To* shows proportion, limit, exact, in addition to showing motion towards anything  
 The chances are two *to* one.



They fought *to* the last man.  
To their disappointment he failed.

(xii) Up denotes motion to a higher place  
We climbed *up* the mountain.

(xiii) With mainly shows association, instrumentality  
He came back *with* his whole family.  
This stain can be removed *with* spirit

It also shows cause, manner, agreement  
He is confined to bed *with* fever  
She treats her servant *with* contempt  
His views do not accord *with* mine

Exercise 78. Fill in the blanks with suitable Prepositions

- ✓ 1 Prof. Bhatia has written an interesting book—the problems of the youth.
- ✓ 2 I want to be active—the last breath—my life
- ✓ 3 No sooner had we started climbing—the mountain than one of my friends was out of breath
- 4 There is a beautiful orchard—trees—the valley
- 5 None other—you knows the truth
- 6 He hid—the cupboard and recorded the whole conversation
- 7 Above all he is your friend, and instead—jeering—him, you ought to sympathise—him.
- 8 The old man needs shelter—money
- ✓ 9 He was—himself—anger when his friends teased him
- 10 The school is far—the house and it is—this little child to go there daily—foot

Exercise 79. Fill in the blanks with suitable prepositions

- ✓ 1 Come and sit—me
- ✓ 2 He married—money
- 3 You ought to have been patient—the child
- 4 This exercise was written—me—a Pilot pen.
- ✓ 5 —all that has happened I wash my hands—you
- 6 The thief disappeared—the forest—the fields
- How foolish—me—have forgotten my raincoat—home
- ✓ 8 The bell is—to go, please be sure that you have stitched your paper—at goes.
- ✓ 9 She was dressed—white—head—foot
10. The police fired—the dacoit who was armed—the teeth

Exercise 80. Fill in the blanks with one of the two Prepositions given in brackets at the end of each sentence

- ✓ 1 He sat—the table to write a letter (at, on)
- ✓ 2 We rested—a tree (below, under)
- 3 She stared—me in anger (at, on)
- ✓ 4 They have troubled us—the beginning (from, since)
- 5 Throw the ball—your little brother (at, to)
- 6 These articles are free—sales tax (of, from)
- 7 I am tired—walking (of, from)
- ✓ 8 I have never believed—his tall talk (on, in)
- 9 I feel I should warn you—using that gun (for, against)
- ✓ 10. It is very rude to point—the people. (at, to)

## Transformation of Sentences

89 Sentences with or without the Adverb 'Too' \*Study the following sentences carefully

- 1 This news is too good to be true  
This news is so good that it cannot be true
- 2 He spoke too fast to be understood  
He spoke so fast that he could not be understood
- 3 I shall be too busy tomorrow to receive any visitors  
I shall be so busy tomorrow that I shall not be able to receive any visitors

Note 1 In the sentences given above the form too to has been changed to the form so that

Note 2. The sentence in the so that form consists of two clauses. One should be careful about the tense in the subordinate clause (containing that) which will naturally depend upon the tense in the principal clause

- 4 He is too proud to listen to anyone  
He is so proud that he does not (or will not) listen to anyone.

Note 3 Mark the use of does not or 'I not for even a proud man can listen to someone but usually he does not (or he will not)

- 5 This tower is too high for this little child to climb  
This tower is so high that this little child cannot climb it
- 6 This apple is too rotten to eat  
This apple is so rotten that it cannot be eaten. Or  
This apple is so rotten that one cannot eat it
- 7 This was too great an honour not to excite the envy of his rivals  
This was so great an honour that it excited the envy of his rivals.
- 8 Be not too eager for praise  
Be not over eager for praise
- 9 My teacher is too lenient.  
My teacher is more lenient than he ought to be

Note 4. In sentences 8 and 9, too means over, extremely, more than desirable, etc.

Exercise 81. Rewrite the following sentences using the adverb too

1. I am too poor to offer you any financial help. 2. He was too weak in English to pass the examination. 3. You will reach the station too late to catch the train. 4. He is too good to harm anybody. 5. He was too gentle to be commiserated a murderer. 6. He is too clever to be deceived. 7. He is too generous not to help everybody. 8. This cat is too expensive for me to afford. 9. He is too stupid for such a difficult post. 10. My heart is too full for words. 11. A student can never work too hard. 12. It is dangerous to be too good. 13. Drinking water can never be made too pure.

Exercise 82. Rewrite the following sentences using the adverb too

1. The player was so exhausted that he could not continue playing the match. 2. The case is so urgent that it cannot be postponed any longer. 3. The medical aid was received so late that it could not be of much use. 4. The problem

is so complicated that this little child cannot solve it. 5 That is more than I can bear (That is too much) 6 The comment was so bitter that it was bound to provoke him to anger 7 One can never be as virtuous as one ought to be

90 **Interchanging Affirmative and Negative Sentences** Affirmative sentences can be transformed into negative sentences or sentences containing negative clauses without altering the sense in the following ways

(a) By removing or using the adverb 'too'

- |   |                    |   |
|---|--------------------|---|
| 1 | <i>Affirmative</i> | This news is too absurd to believe                |
|   | <i>Negative</i>    | This news is so absurd that it cannot be believed |
| 2 | <i>Affirmative</i> | He is so credulous that he can be easily deceived |
|   | <i>Negative</i>    | He is too credulous not to be easily deceived     |

(b) By interchanging the degrees of comparison

- |   |                    |  |
|---|--------------------|--|
| 1 | <i>Affirmative</i> | She is the prettiest girl in the class         |
|   | <i>Negative</i>    | No other girl in the class is so pretty as she |
| 2 | <i>Affirmative</i> | Kanpur is more populous than Lucknow           |
|   | <i>Negative</i>    | Lucknow is not so populous as Kanpur           |

(c) By using **no sooner**—than for 'as soon as'

- |   |                    |   |
|---|--------------------|---|
| 1 | <i>Affirmative</i> | As soon as the thief saw the policeman, he took to his heels        |
|   | <i>Negative</i>    | No sooner did the thief see the policeman than he took to his heels |
| 2 | <i>Affirmative</i> | As soon as the sky is overcast, the peacock begins to dance         |
|   | <i>Negative</i>    | No sooner is the sky overcast than the peacock begins to dance      |

(d) By using a word of opposite meaning after a negative word or by the use of double negatives

- |   |                    |  |
|---|--------------------|--|
| 1 | <i>Affirmative</i> | I admit that you have put in your best       |
|   | <i>Negative</i>    | I do not deny that you have put in your best |
| 2 | <i>Affirmative</i> | We tried every plan                          |
|   | <i>-Negative</i>   | We left no plan untried                      |

(e) By making a sentence negative and interrogative simultaneously

- |   |                    |                              |
|---|--------------------|------------------------------|
| 1 | <i>Affirmative</i> | I love you very much         |
|   | <i>Negative</i>    | Don't I love you very much ? |
| 2 | <i>Affirmative</i> | You are a liar               |
|   | <i>Negative</i>    | Are you not a liar ?         |

(f) By changing only to none but

- |   |                    |  |
|---|--------------------|--|
| 1 | <i>Affirmative</i> | Only a fool could have done it         |
|   | <i>Negative</i>    | None but a fool could have done it     |
| 2 | <i>Affirmative</i> | Only a brute can behave so cruelly     |
|   | <i>Negative</i>    | None but a brute can behave so cruelly |

(g) Some other methods

- |   |                    |  |
|---|--------------------|--|
| 1 | <i>Affirmative</i> | But for your help he would have failed         |
|   | <i>Negative</i>    | If you had not helped him he would have failed |
| 2 | <i>Affirmative</i> | 'Every dark cloud has a silver lining'         |
|   | <i>Negative</i>    | There is no dark cloud without a silver lining |

**Exercise 83.** Rewrite the following sentences in the Negative

1 As soon as the rains start it becomes pleasant 2 Only the brave deserve the fair 3 I shall always remember my native land 4 He is sometimes foolish 5 The teacher was too lenient to control the class 6 Sanjay is the most intelligent student here 7 I little care what happens tomorrow 8 He must have met you when he was at Bombay 9 But for your own laziness you could have availed yourself of this chance. 10 The beauty of this scene is beyond description 11 Her song was so sweet that it pleased everybody 12 Only a Gandhi could steer the country out of difficulty 13 These books are all I possess 14 He keeps his money in a safe which he alone can touch 15 The rose by any other name would smell as sweet

**Exercise 84.** Change the following sentences from Negative to Affirmative

1 It is no use crying over spilt milk 2 There is nobody but loves him 3 No other policy could have brought success 4 None can deny that he is very noble at heart 5 There is not a day when I do not miss you 6 No sooner does the child see a beggar than she starts trembling with fear 7 She is not as interested in painting as in dancing 8 The performance was too good not to bring down the house 9 He was so absorbed in his work that he wasn't disturbed even by the noise outside 10 It does not matter if we fail 11 We did not find the road very bad. 12 We do not sell books other than novels. 13 If you had not offered me timely help he would have been ruined. 14 I never see her but I am reminded of my sister 15 There is no rise without a fall

**91 Interchanging Assertive and Interrogative sentences** An interrogative sentence is sometimes framed not to ask any question but to make an emphatic statement. It is more forceful to say *Who does not like freedom?* or *Doesn't everybody like freedom?* than to say *Everybody likes freedom.* Obviously it is possible to change the form of such a sentence from interrogative to assertive and vice versa.

It should be helpful here to observe that an affirmative question implies a negative statement while a negative question implies an affirmative statement.

Am I telling a lie? = I am not telling a lie

Am I not speaking the truth? = I am speaking the truth

Now study the following sentences carefully

- |                 |  |
|-----------------|--|
| 1 Interrogative | Can I ever forget your kindness?                 |
| Assertive       | I can never forget your kindness                 |
| 2 Interrogative | Isn't she exceptionally intelligent for her age? |
| Assertive       | She is exceptionally intelligent for her age     |
| 3 Interrogative | Who is free from sin?                            |
| Assertive       | Nobody is free from sin                          |
| 4 Interrogative | Who was there to listen to her appeals?          |
| Assertive       | There was none to listen to her appeals          |
| 5 Interrogative | What have I done to incur your wrath?            |
| Assertive       | I have done nothing to incur your wrath          |
| 6 Interrogative | When can their glory fade?                       |
| Assertive       | Their glory can never fade                       |
| 7 Interrogative | O Solitude, where are thy charms?                |
| Assertive       | Solitude does not have any charms                |
| 8 Interrogative | What though we have lost all?                    |
| Assertive       | It does not matter even if we have lost all      |

**Exercise 85.** Change the following sentences from Interrogative to Assertive

- 1 Shall I miss my happy days? 2 Can any one ever forget you? 3 Is it true? 4 Who authorised?

documents? 5. Whom haven't I approached for help? 6. What haven't I suffered for such a thankless creature as you are? 7. Who is so base that would betray his country? 8. Where else can one get the comforts of a home? 9. Why waste time in reading such trash? 10. What though we have lost this match? 11. Were we born simply to eat, drink and be merry? 12. How can man live better than living for his country?

**Exercise 86** Change the following sentences from *Assertive* to *Interrogative*

1. This is not the answer I expected of you. 2. There is nothing nobler than love. 3. Gold alone cannot make a nation strong. 4. Everybody worships the rising sun. 5. Nothing succeeds like success. 6. It is no use crying over spilt milk. 7. We should not waste our time in idle speculations. 8. It does not matter if I do not get this job. 9. I have nothing to do with these people. 10. Never was there a man more fortunate than he.

**92 Interchanging Exclamatory and Assertive sentences** A man speaks exclamatory sentences under the impact of strong emotions. An exclamatory sentence, usually, has a word order slightly different from that of the assertive statement. This lends extra force to the utterance. While changing the exclamatory sentences to assertive ones, the usual word order is restored but some words suggestive of the initial force of the sentences are added. Carefully note the changes in the following sentences

- |                 |   |
|-----------------|---|
| 1. Exclamatory  | How lovely the child!   |
| Assertive       | The child is very lovely.   |
| 2. Exclamatory  | O that spring were eternal!                                       |
| Assertive       | I wish that spring were eternal.                                  |
| 3. Exclamatory  | What a nuisance these noisy loudspeakers are!                     |
| Assertive       | These noisy loudspeakers are a great nuisance.                    |
| 4. Exclamatory  | Would that I were a princess!                                     |
| Assertive       | I wish that I were a princess.                                    |
| 5. Exclamatory  | If only I could see him once!                                     |
| Assertive       | I wish that I could see him once.                                 |
| 6. Exclamatory  | A sailor and afraid of storms!                                    |
| Assertive       | It is strange that a sailor is afraid of storms.                  |
| 7. Exclamatory  | To think that his own brother and so jealous of his progress!     |
| Assertive       | It is strange that his own brother is so jealous of his progress. |
| 8. Exclamatory  | Shame on you to be so cold and indifferent!                       |
| Assertive       | You should be ashamed of being so cold and indifferent.           |
| 9. Exclamatory  | Alas! the beloved leader is departed!                             |
| Assertive       | It is very sad that the beloved leader is departed.               |
| 10. Exclamatory | A horse! A horse! My kingdom for a horse!                         |
| Assertive       | I am willing to give my kingdom for a horse.                      |
| 11. Exclamatory | Death before dishonour!   |
| Assertive       | I prefer death to dishonour.                                      |
| 12. Exclamatory | Fie on such a traitor!  |
| Assertive       | Such a traitor should be cursed.                                  |

**Exercise 87** Change the following sentences from *Exclamatory* to *Assertive*

1. Sweet are the uses of adversity! 2. A capital idea! 3. What a piece of work is man! 4. Had you but written to me for help! 5. Would that I were

never born ! 6 If I could only get back these ten years of my life 7 O that I were a rose flower ! 8 O the wild charge they made ! 9 A soldier and afraid of fighting ! 10 That he should be rude to me ! 11 To think that I could meet you here in a foreign land 12 Alas that youth should pass away so soon 13 Curse it ! Who could think of his ruin so soon 14 O liberty how many crimes are committed in your name ! 15 Pity on your laws if you refuse me justice

**Exercise 68** Change the following sentences from Assertive to Exclamatory

1 These oranges have a very sweet flavour 2 I wish I could die in my own country 3 It is sad to think that youth flees away like a dream 4 I earnestly desire to be among my friends again 5 It is a pity that your own ignorance betrayed you 6 It is hard to believe that she committed this crime 7 I cry shame on him who professes friendship but lacks the sincerity of a friend 8 It is a pity that he died so young 9 I yearn after a life free of worries. 10 It was an evil day when you were born

### 93 Interchanging the Degrees of Comparison

#### (a) From Superlative degree

- |   |             |  |
|---|-------------|--|
| 1 | Superlative | The sun is the biggest planet                          |
|   | Comparative | The sun is bigger than any other planet                |
|   | Positive    | No other planet is so big as the sun                   |
| 2 | Superlative | The rose is the most beautiful flower                  |
|   | Comparative | The rose is more beautiful than any other flower       |
|   | Positive    | No other flower is so beautiful as the rose            |
| 3 | Superlative | Asoka was one of the greatest Indian emperors          |
|   | Comparative | Asoka was greater than most other Indian emperors      |
|   | Positive    | Very few Indian emperors were as great as Asoka.       |
| 4 | Superlative | India is one of the hottest countries in the world     |
|   | Comparative | India is hotter than most other countries in the world |
|   | Positive    | Very few countries in the world are as hot as India    |

#### (b) From Comparative degree

- |   |             |  |
|---|-------------|--|
| 1 | Comparative | India is richer in mineral wealth than any other country |
|   | Superlative | India is the richest country in mineral wealth.          |
|   | Positive    | No other country is so rich in mineral wealth as India   |
| 2 | Comparative | Nehru was greater than most other Indians                |
|   | Superlative | Nehru was one of the greatest Indians                    |
|   | Positive    | Very few Indians were as great as Nehru                  |
| 3 | Comparative | It is easier to preach than to practise                  |
|   | Positive    | It is not so easy to practise as to preach.              |
| 4 | Comparative | Exercise is less necessary than food.                    |
|   | Positive    | Exercise is as necessary as food                         |
| 5 | Comparative | I love her more than you do                              |
|   | Positive    | You do not love her as much as I do                      |

## (c) From Positive degree

- |    |                    |  |
|----|--------------------|--|
| 1  | <i>Positive</i>    | No other dancer in the college is as good as she   |
|    | <i>Comparative</i> | She is better than any other dancer in the college   |
|    | <i>Superlative</i> | She is the best dancer in the college  |
| 2  | <i>Positive</i>    | There are very few creatures as industrious as the ant   |
|    | <i>Comparative</i> | The ant is more industrious than most other creatures  |
|    | <i>Superlative</i> | The ant is one of the most industrious creatures.  |
| 3  | <i>Positive</i>    | As soon as the bell rang, the teacher left the class   |
|    | <i>Comparative</i> | No sooner did the bell ring than the teacher left the class  |
| 4  | <i>Positive</i>    | Certain other countries in the world are at least as hot as India  |
|    | <i>Comparative</i> | India is not hotter than some other countries in the world Or<br>Some other countries in the world are not less hot than India |
|    | <i>Superlative</i> | India is not the hottest country in the world  |
| 5  | <i>Positive</i>    | Silver is not so precious as gold  |
|    | <i>Comparative</i> | Gold is more precious than silver  |
| 6. | <i>Positive</i>    | He loves all his sons equally  |
|    | <i>Comparative</i> | He does not love any of his sons more than the others  |

**Exercise 89** Rewrite the following sentences in all possible ways by changing the degree of comparison

1. Mr Singh is the most popular teacher on our staff. 2. Shakespeare is the greatest playwright the world has ever produced. 3. The Indian civilisation is one of the oldest civilisations of the world. 4. Oranges are cheaper than apples. 5. The second paper in English was less difficult than the first one. 6. You are not less wise than your elder brother. 7. Mount Everest is higher than any other peak. 8. I love you more than anybody else. 9. She looks more graceful than most other women I know. 10. I am as efficient as any section officer. 11. She is not so ugly as I thought she was. 12. She is not so good a singer as a dancer. 13. No other book influenced me as much as the Gita. 14. Very few artists are as talented as Dilip Kumar. 15. Very few discoveries have proved as momentous as that of the fife.

**Exercise 90** Transform the following sentences in all possible ways by changing the degree of comparison

1. English is the most widely spoken language of the world. 2. Switzerland is one of the most beautiful countries of the world. 3. Few people are so wicked as you. 4. It is easier to imagine this scene than to describe it. 5. The girl was more afraid than injured. 6. It is better to reign in hell than to serve in heaven. 7. My understanding of the current political situation is as good as that of anybody else. 8. Some players in the team are at least as good as he. 9. You understand this subject quite as well as I do. 10. He is no less to blame. 11. I was not as much shocked as surprised. 12. As soon as Achal reached his press, he rang up Ravi.

**94** Different ways of expressing a condition. There are various ways of expressing a condition and the most frequent among them are

discussed below. But it should be clearly borne in mind that not all of them are suitable in a particular context. It is the context that determines the emphasis and the emphasis that governs the mode of expressing a particular condition.

1 The conjunction 'if' or 'unless'

I shall read this letter *if* you allow me  
*If* this watch troubles me any more, I shall buy a new one  
 I shall not read this letter *unless* you allow me

2 The conjunction 'if' or 'unless' understood

*Had* these roads been properly lit (=if these roads had been—), many fatal accidents would have been averted  
*Could* I afford some money (=If I could—), I would produce a documentary on the folk dances of the Punjab  
*Should* the brakes fail (=If the brakes fail—), how will you stop the car?

3 A conjunctive phrase like 'in case', 'but that'

*In case* the brakes fail, how will you stop the car?  
*But that* I am (=If I were not—) old and infirm, he would not have insulted me like that

4 An absolute participle used as a conjunction

*Supposing* he does not agree to the terms and conditions of the agreement, we shall not take him as a partner  
 You can get this contract *provided* you have access to the director

5 An imperative sentence followed by an assertive one

Go for a morning walk, and you will remain active throughout the day  
 Protect these plants from the sun, and they will not wither.

6 An interrogative sentence followed by an imperative or an assertive one

Have you access to the director? Then you can get this contract  
 Have you bought the ticket? Then come in

7 The preposition 'but' followed by a phrase as object

*But for* your forgetful nature (=Except through your—, If it had not been for your forgetful nature), we should have not been humiliated thus  
*But for* this light drizzle, it would have been very hot today.

8 The phrase 'one more'

*One word more* (=If you utter one word more), and you will be dead  
*One more* mistake, and he will be dismissed from service

9 The phrase 'were to' preceded by 'if'

If your father were to know of your failure, he would take you to task  
 If I were to give my opinion, I could hail it as an achievement

**Exercise 91** Rewrite the following sentences in as many ways as possible

1. Are you fond of some serious reading? Then go in for these essays by Bertrand Russell. 2. I will not lend him any money unless you stand surety for



him. 3 Regulate your diet and you will be cured of indigestion. 4 One more attempt and you will succeed. 5 Should you come across some good books on palmistry, buy them for me. 6 In case this patient feels any uneasiness, give him this powder with fresh water. ~ You can join us as a stage artist provided your father permits you. 8 Had he not been physically disabled in an accident, he would have made his mark in life. 9 Were he not my son, I would turn him out of my house. 10 Supposing he fails to turn up, we shall elect someone else as president.

95. Different ways of expressing a concession or contrast. The different ways of expressing a concession or contrast may be summed up as follows

1. The conjunction 'though' or 'although' :

*Though* this servant can be trusted, he is not efficient.

*Though* he has not completely recovered, he is feeling much better.

2. The conjunction 'as'

*Stylish as* this furniture is, it does not appear to be durable.

*Poor as* I am, I will not serve a villain.

3. The relative adverb 'however' followed by some adjective or adverb

*However* trivial these points may appear, they have to be discussed.

*However* hard up he may be, he will not refuse to lend me money.

4. Relative pronoun 'whatever'

*Whatever* may be your opinion of him, he is every inch a gentleman.

He is sure to be punished *whatever* you may say in his defence.

5. The phrase 'all the same' :

These points may appear to be trivial, *all the same* they have to be discussed.

He has not completely recovered, *all the same* he is feeling much better.

6. An absolute participle followed by a noun clause

*Admitting* that this furniture is stylish, it does not appear to be durable.

*Granting* that he is shrewd, his success in this business is doubtful.

7. The conjunction 'even if' :

He is feeling much better *even if* he has not completely recovered.

I must help him *even if* he plays me false.

8. The preposition 'notwithstanding' followed by a noun clause

*Notwithstanding* that I sympathise with him, I cannot help him.

*Notwithstanding* that he has lost his all, he has never grumbled.

9. The phrases 'nevertheless', 'none the less' .

He has lost his all ; *nevertheless*, he has never grumbled.

He is facing heavy odds these days ; *none the less* he is unruffled.

10. The phrase 'for all that' followed by a noun clause .  
 You have failed to convince me *for all that* you have said to support your point of view.  
 He will not trust you *for all that* you may say in your defence.
11. The conjunction 'if'  
*If* he signed the bond, he signed it under pressure.  
*If* I agreed to the proposal, I did so unwillingly.
12. The adverb 'indeed' followed by the conjunction 'but' .  
 He has divorced his wife *indeed*, *but* he has never been happy since.  
 I advised him *indeed*, *but* he turned a deaf ear to all I said.

### Some Illustrations .

- (a) *Though* I am poor I will not serve a villain.  
 (b) Poor as I am, I will not serve a villain.  
 (c) *However* poor I may be, I will not serve a villain.  
 (d) I am poor, *all the same* I will not serve a villain.  
 (e) *Admitting* that I am poor, I will not serve a villain  
 (f) *Even if* I am poor, I will not serve a villain  
 (g) *Notwithstanding* that I am poor, I will not serve a villain.  
 (h) I am poor ; *nevertheless*, I will not serve a villain  
 (i) I am poor *indeed*, *but* I will not serve a villain.

Exercise 92 Rewrite the following sentences in as many ways as you can

1. Though he is considered to be a good shot, he missed at the crucial moment  
 2. Dominating as she is, she does not impose herself upon others  
 3. However difficult this book may appear, it has to be read and mastered  
 4. There is some force in what you say ; all the same, I shall adhere to my own opinion  
 5. Admitting that he is intelligent, he is not fit for this job  
 6. For all that has happened, my affection for her remains unchanged.  
 7. Notwithstanding that it rained all yesterday, the air is still hot and disagreeable  
 8. He recovered indeed, but his health has never been so good since  
 9. He has hardly any chance , nevertheless, I shall use my influence on his behalf.  
 10. I must go even if it is very hot

96. The substitution of one part of speech for another. A sentence may be changed in such a way that one of its words is changed from one part of speech to another without altering the meaning. Nouns, verbs, adjectives and adverbs can thus be interchanged. No hard and fast rules can be laid down for such a change though there might occasionally be a few helpful hints.

### (i) Substituting a noun

#### (a) Noun for a verb .

Verb . The father *permitted* him to go abroad for higher education.

Noun . The father gave him *permission* to go abroad for higher education.

Verb : His clownish behaviour failed to *amuse* us.

Noun . His clownish behaviour failed to give us *amusement*.

Note 1. Since the principal verb is being changed to a noun, a new verb has to be used. Thus we have used to give *permission* instead of to *permit*. Similarly

to *amuse*=to give amusement

to *advise*=to give advice

to *succeed*=to win success, to be crowned with success

to agree = to be in agreement  
to apologise = to tender an apology

**Note 2.** If there is an adverb qualifying the verb in the given sentence, it will be changed to an adjective when the verb is changed to a noun.

to fight bravely : to put up a brave fight

Verb : Our soldiers fought bravely.

Noun : Our soldiers put up a brave fight.

Verb : He always selected his assistants judiciously.

Noun : He always made a judicious selection of his assistants.

(b) Noun for an adjective :

Adjective : He is a professional singer.

Noun : He is a singer by profession.

Adjective : He failed since he was negligent.

Noun : He failed on account of his negligence.

Adjective : I am proud of my motherland.

Noun : I take pride in my motherland.

(c) Noun for an adverb :

Adverb : He speaks confidently.

Noun : He speaks with confidence.

Adverb : They welcomed the good news most joyfully.

Noun : They welcomed the good news with great joy.

**Note** In order to change an adverb to a noun, it is often helpful to substitute an adverbial phrase for an adverb :

confidently = with confidence ; joyfully = with joy

most joyfully = with great joy

**Exercise 93** Rewrite the following sentences replacing the italicised words by their Noun forms.

1. This room is four metre long. 2. They won the match easily. 3. No other member of my family agrees with me on this issue. 4. It is not possible to finish the work before sunset. 5. No one can be admitted without a ticket. 6. I am pleased at your success. 7. Everybody listened to him attentively. 8. Dispensing is done here very carefully. 9. His jokes made us laugh. 10. He pleaded that he was innocent. (He pleaded innocence.)

(ii) Substituting an adjective

(a) Adjective for a noun :

Noun : He had not enough courage to speak out.

Adjective : He was not courageous enough to speak out.

Noun : He treats everybody with kindness.

Adjective : He is kind to everybody.

(b) Adjective for a verb :

Verb : Respect your elders.

Adjective : Be respectful to your elders.

Verb : We shall succeed in defeating them.

Adjective : We shall be successful in defeating them.

**Note.** In such cases, it will prove helpful to use the verb to be (is, are, am, was, were, will be, shall be, etc.) and to use the adjective predicatively.

to respect = to be respectful

will succeed = will be successful

**(c) Adjective for an adverb**

Adverb	He was <i>obviously</i> sincere
Adjective	His sincerity was <i>obvious</i>
Adverb	He apologised <i>unconditionally</i>
Adjective	His apology was <i>unconditional</i> Or He tendered an <i>unconditional</i> apology

**Exercise 94** Rewrite the following sentences replacing the italicised words by their Adjective forms

1 He is of great *help* to us 2 This scheme cannot be put into *practice* 3 This step is likely to *harm* our cause 4 Fortunately there was no *casualty* 5 These two words are *pronounced* similarly 6 I *doubt* your honesty 7 A man of *sense* will not do it 8 He enjoys great *popularity* among the students 9 A good student attends his class *regularly* and *punctually* 10 He was dismissed for *negligence* rather than *incompetence*

**(iii) Substituting a verb****(a) Verb for a noun**

Noun	The price of this transistor is two hundred rupees
Verb	This transistor is <i>priced</i> at two hundred rupees
Noun	Death is better than <i>dishonour</i>
Verb	It is better to <i>die</i> than to be <i>dishonoured</i>

**(b) Verb for an adjective**

Adjective	Drinking is <i>injurious</i> to health
Verb	Drinking <i>injures</i> health
Adjective	He is <i>sympathetic</i> to the poor
Verb	He <i>sympathises</i> with the poor

**(c) Verb for an adverb**

Adverb	He did it <i>unintentionally</i>
Verb	He did not <i>intend</i> doing it
Adverb	He is <i>admittedly</i> the greatest speaker the world has ever produced
Verb	He is <i>admitted</i> to be the greatest speaker the world has ever produced

**Exercise 95** Rewrite the following sentences replacing the italicised words by their Verb forms :

1 We take a bath *everyday* 2 I have no *intention* of going there 3 Coffee is *preferable* to tea 4 The whole crowd was in *pursuit* of the thief 5 How he amassed such a fortune is *beyond* my understanding 6 All his proposals were *cast* out 7 Soon after the *arrival*, the news spread throughout the village 8 Apparently it is a sound proposal 9 Even virtue can cause *offence* if one is not polite 10 He is *negligent* of his duty

**(iv) Substituting an Adverb****(a) Adverb for a noun**

Noun	He will pass the examination with <i>credit</i>
Adverb	He will pass the examination <i>creditably</i>
Noun	All of a <i>sudden</i> he struck me with a sword
Adverb	<i>Suddenly</i> he struck me with a sword

**(b) Adverb for a verb**

Verb	He <i>appears</i> to be in good health
Adverb	He is <i>apparently</i> in good health
Verb	He <i>forced</i> his way through the crowd
Adverb	He <i>forcibly</i> made his way through the crowd

**(c) Adverb for an adjective**

*Adjective* His success is *certain*

*Adverb* He will *certainly* succeed

*Adjective* He ~~was~~ *always* honest in his actions

~~Adverb~~ He always acted *honestly*

**Note** In most of these sentences, it should be possible to change the noun qualified by the adjective to a verb, the adjective will then get changed to an adverb

**Exercise 96** Rewrite the following sentences replacing the italicised words by the *Adverb* form

1 He is a quiet worker 2 It is probable that he will go to Bombay 3 He performed his duty with the greatest care 4 We had a narrow escape 5 Socrates thought that a man should die in peace 6 In an instant he disappeared 7 He made light of the punishment given to him 8 The robbers showed him no mercy 9 The prince addressed him in the most kind and gracious words 10 He was very generous in his treatment of the prisoners

**97 Conversion of Simple sentences to Complex sentences**

A simple sentence may be converted into a Complex one by expanding a word or a phrase to a subordinate clause

**(a) By expanding a word or a phrase into a noun clause**

- |   |                |   |
|---|----------------|---|
| 1 | <i>Simple</i>  | I was glad to know of his success   |
|   | <i>Complex</i> | I was glad to know <i>that he had succeeded</i>                                   |
| 2 | <i>Simple</i>  | He pleaded ignorance of the law   |
|   | <i>Complex</i> | He pleaded <i>that he was ignorant</i> of the law                                 |
| 3 | <i>Simple</i>  | He was believed to have supplied wrong information at the time of interview       |
|   | <i>Complex</i> | It is believed <i>that he supplied</i> wrong information at the time of interview |
| 4 | <i>Simple</i>  | The report of his failure has surprised us all                                    |
|   | <i>Complex</i> | The report <i>that he has failed</i> has surprised us all                         |

**(b) By expanding a word or a phrase into an adjective clause**

- |   |                |  |
|---|----------------|--|
| 1 | <i>Simple</i>  | A dead man tells no tales  |
|   | <i>Complex</i> | A man <i>who is dead</i> tells no tales                              |
| 2 | <i>Simple</i>  | The boy with the blue shirt is the monitor                           |
|   | <i>Complex</i> | The boy <i>who is wearing the blue shirt</i> is the monitor.         |
| 3 | <i>Simple</i>  | I still remember the joys of my childhood                            |
|   | <i>Complex</i> | I still remember the joys <i>which I experienced</i> in my childhood |
| 4 | <i>Simple</i>  | This is not the way to treat a poor beggar                           |
|   | <i>Complex</i> | This is not the way <i>in which a poor beggar should be treated</i>  |

**(c) By expanding a word or a phrase into an adverb clause****(i) Adverb clause of time**

- |   |                |   |
|---|----------------|---|
| 1 | <i>Simple</i>  | He was regretful on finding out his mistake             |
|   | <i>Complex</i> | He was regretful <i>when he found out</i> his mistake   |
| 2 | <i>Simple</i>  | Immediately on getting the telegram I left for Delhi.   |
|   | <i>Complex</i> | <i>As soon as I got the telegram</i> , I left for Delhi |

**Note** Adverb clauses of time are usually introduced by the subordinating conjunctions *when, whenever, while, after, before, since, as, as soon as* etc

**(ii) Adverb Clause of cause or reason**

- |   |         |  |
|---|---------|--|
| 1 | Simple  | <i>In the absence of certain evidence against him, he was acquitted of the charge</i>  |
|   | Complex | <i>Since there was no certain evidence against him, he was acquitted of the charge</i> |
| 2 | Simple  | <i>Being rich, he can buy justice</i>  |
|   | Complex | <i>As he is rich, he can buy justice</i>   |

**Note** The subordinating conjunctions used to introduce an adverb clause of cause or reason are *because, as, since, that*

**(iii) Adverb clause of effect result or consequence**

- |   |         |  |
|---|---------|--|
| 1 | Simple  | <i>He is too simple minded to see through the game</i>                       |
|   | Complex | <i>He is so simple minded that he cannot see through the game</i>            |
| 2 | Simple  | <i>The show miserably flopped, to the utter disappointment of everybody</i>  |
|   | Complex | <i>The show flopped so miserably that everybody was utterly disappointed</i> |

**Note** Adverb clause of effect is introduced by the subordinating conjunction 'that' with 'so' preceding it in the principal clause. Sometimes the conjunction 'that' is understood and not expressed (He was so fast he was out of sight in a moment)

**(iv) Adverb clause of purpose**

- |   |         |   |
|---|---------|---|
| 1 | Simple  | <i>He is working day and night to improve his prospects in life</i>                     |
|   | Complex | <i>He is working day and night so that he may improve his prospects in life</i>         |
| 2 | Simple  | <i>We arranged a charity show with a view to raising funds for the college building</i> |
|   | Complex | <i>We arranged a charity show that we might raise funds for the college building</i>    |
| 3 | Simple  | <i>He is wearing a thick woollen coat to avoid catching cold</i>                        |
|   | Complex | <i>He is wearing a thick woollen coat lest he should catch cold</i>                     |

**Note** Adverb clause of purpose is introduced by the subordinating conjunctions *that, so that, lest*

**(v) Adverb clause of condition**

- |   |         |   |
|---|---------|---|
| 1 | Simple  | <i>Nobody will be allowed to enter without an identity card</i>             |
|   | Complex | <i>Nobody will be allowed to enter unless he has an identity card</i>       |
| 2 | Simple  | <i>On condition of your signing this receipt, I shall pay you the money</i> |
|   | Complex | <i>I shall pay you the money provided you sign this receipt</i>             |

**Note** Adverb clause of condition is introduced by the subordinating conjunctions *if, whether, unless, provided, etc*. Sometimes the conjunction may be omitted

(vi) Adverb clause of concession or contrast

1. Simple *In spite of all his riches, he is not above such meanness*  
Complex *Although he is so rich, he is not above such meanness*
2. Simple *For all his experience he is incompetent*  
Complex *Although he is experienced, he is incompetent.*

**Note** Adverb clause of concession or contrast is introduced by the subordinating conjunctions *though, although, even if, even though*

(vii) Adverb clause of comparison

1. Simple *His stupidity is comparable to his laziness*  
Complex *He is as stupid as he is lazy*
2. Simple *It becomes cooler in proportion to the height*  
Complex *The higher you go, the cooler it is*
3. Simple *Anu is cleverer of the two sisters*  
Complex *Anu is cleverer than her sister (is)*

**Note** Adverb clause of comparison is introduced by the subordinating conjunction *than* or by *as*. Sometimes there may be no conjunction. See sentence 2

(viii) Adverb clauses of extent manner

1. Simple *She danced like an adept dancer*  
Complex *She danced as if she were an adept dancer*
2. Simple *He worked to the best of his ability*  
Complex *He worked as well as he could*
3. Simple *It all ended according to my expectations.*  
Complex *It all ended as I expected*

**Note.** Adverb clause of manner is usually introduced by *as, as if*, whereas in adverb clause of extent, we use *as* *as if*

**Exercise 97** Transform the following Simple sentences into Complex sentences by expanding the italicised words or phrases into separate clauses

1. I *and a expects everyone to do his duty* 2. This industry is not likely to flourish 3. He was reported to have lost his wealth by speculation 4. I am glad to know of *his having been elected to the Lok Sabha* 5. The news of his election has been published in the newspapers 6. A lost moment is lost for ever 7. I was the first to *lose to the error* 8. My friend, the *S. perintendent of Police* is out of station. 9. He rested in a chair *near the wall* 10. He is not a man to tell a lie 11. Going through the book he came upon a fine story 12. These books were stolen *in my absence* (When I ) 13. The train *former has been damaged*, the city was plunged into darkness 14. *It being Sunday*, the shops were closed. 15. He entered the place too noiselessly to be heard 16. He is too good a man *not to command everybody's respect* 17. We advertised in the newspapers *in order to popularise our goods* 18. To avoid any possibility of loss he got the parcel insured 19. In the event of the prices *rising further*, we shall be obliged to close down the factory 20. You cannot be appointed the cashier *without a cash security of two thousand rupees* 21. *In spite of the paucity of trained workers* the project was completed in time 22. He was punished *undeservedly* 23. Both Savita and Sheela are *equally to blame* 24. Success is always in proportion to hard work 25. He staggered *like a drunkard* 26. I acted in accordance with your instructions 27. *With my knowledge*, today is the hottest day 28. You being responsible for this loss, must make it good. 29. *But for the presence of a medical adviser*, the whole party would have been killed 30. To tell you the truth, I am an extremely tired man

98. **Conversion of Complex sentences into Simple sentences.**  
Complex sentences can be converted into simple sentences by reducing the subordinate clause (s) into words or phrases.

(a) By converting a noun clause into a word or a phrase

1. **Complex :** *I am responsible for what I do.*  
**Simple :** *I am responsible for my actions.*
2. **Complex :** *Wolsey asked the king why he had been deposed.*  
**Simple :** *Wolsey asked the king the reason of his deposition.*
3. **Complex :** *Milton's early poems showed that he was well fitted for writing an epic.*  
**Simple :** *Milton's early poems showed him to be well-fitted for writing an epic.*
4. **Complex :** *The report that he was involved in a scandal came to me as a shock.*  
**Simple :** *The report of his being involved in a scandal came to me as a shock.*
5. **Complex :** *It is to be very much regretted that you misbehaved towards your officer.*  
**Simple :** *Your misbehaviour towards your officer is to be very much regretted.*

(b) By converting an adjective clause into a word or a phrase

1. **Complex :** *All that glitters is not gold.*  
**Simple :** *All glittering things are not gold*
2. **Complex :** *The speaker who was a man of great eloquence spoke strongly in favour of English.*  
**Simple :** *The speaker, a man of great eloquence, spoke strongly in favour of English.*
3. **Complex :** *He cannot forget the losses that he has suffered.*  
**Simple :** *He cannot forget the losses suffered by him.*
4. **Complex :** *People who live in glass houses should not throw stones at others.*  
**Simple :** *People living in glass houses should not throw stones at others.*
5. **Complex :** *He is not such a man as can be trusted.*  
**Simple :** *He is not a man to be trusted*

(c) By converting an adverb clause into a word or a phrase

1. **Complex :** *You may do it when you please.*  
**Simple :** *You may do it at your pleasure.*
2. **Complex :** *The world must be made safe that democracy may flourish.*  
**Simple :** *The world must be made safe for democracy to flourish*
3. **Complex :** *Because he was ill, he stayed at home.*  
**Simple :** *He stayed at home on account of his illness.*
4. **Complex :** *Though the spider made nine attempts, it failed.*  
**Simple :** *In spite of making nine attempts, the spider failed.*



- |    |         |  |
|----|---------|--|
| 5  | Complex | He is so bold and confident that nothing can dismay him      |
|    | Simple  | He is too bold and confident to be dismayed                  |
| 6  | Complex | The more you possess, the more you want                      |
|    | Simple  | Wants increase in proportion to possessions                  |
| 7  | Complex | Spend your money carefully lest you should fall into poverty |
|    | Simple  | Spend your money carefully to avoid falling into poverty     |
| 8  | Complex | Wishes are wasted unless there is will power behind them     |
|    | Simple  | In the absence of will power behind them wishes are wasted   |
| 9  | Complex | He cried as loudly as he could                               |
|    | Simple  | He cried at the top of his voice                             |
| 10 | Complex | I shall buy it cost what it may                              |
|    | Simple  | I shall buy it at any cost                                   |

**Exercise 98** Convert the following Complex sentences into Simple ones

- 1 They are sure that I am loyal 2 The doctor confessed that he was helpless 3 The news that the President had died plunged the whole country into grief 4 It is reported that he has meddled with the account books of the firm 5 His offence was not such as could be pardoned 6 Most of the poems that Kal das wrote have been preserved 7 No one likes a man who tells lies 8 He had but a little income with which he could support his family 9 I shall look after her as long as she stays here 10 He begged some financial help from his uncle that he might complete his education 11 Even if you are very careful you are sure to make mistakes 12 He was feeling unhappy because he had been insulted 13 He is stronger than a boy of fifteen usually is 14 As the decision has already been taken arguments are useless 15 The more you earn the more you should save 16 A law cannot be enforced unless the President gives his assent to it 17 I was happy when I found him safe even after he had faced so many difficulties 18 Although she loves him she does not want to marry him lest it should bring a disgrace to her family 19 As soon as I heard of his failure I rushed to his place so that I might console him 20 Since he felt ill he daily prays to God that his pains might be forgiven

### 99 Conversion of Simple sentences into Compound sentences

Simple sentences can be converted into compound ones by expanding words or phrases into co-ordinate clauses

(a) By using Cumulative conjunctions and, not only but also etc

- |    |          |   |
|----|----------|---|
| ✓  | Simple   | Putting off his clothes he plunged into the river         |
|    | Compound | He put off his clothes and plunged into the river         |
| 2  | Simple   | To add to his misfortunes, his father died                |
|    | Compound | His father died and this added to his misfortunes         |
| ✓3 | Simple   | In addition to useful advice he gave me financial help    |
|    | Compound | He gave me not only useful advice but financial help also |
| 4  | Simple   | My friends believe with me in his honesty                 |
|    | Compound | Not only my friends but I also believe in his honesty     |

(b) By using Adversative conjunctions like 'but', 'still', 'yet', etc

- |   |          |   |
|---|----------|---|
| 1 | Simple   | Although very ill he goes to his work.                                |
|   | Compound | He is very ill but he goes to his work                                |
| 2 | Simple   | In spite of very bad weather, they succeeded in scaling Mt. Everest   |
|   | Compound | The weather was very bad, still they succeeded in scaling Mt. Everest |
| 3 | Simple   | Notwithstanding all the weaknesses of her character, I love her       |
|   | Compound | There are many weaknesses in her character, yet I love her            |
| 4 | ✓ Simple | He had every qualification for the post except sincerity              |
|   | Compound | He had every qualification for the post, but he was not sincere       |

(c) By using Alternative conjunctions like 'or', 'otherwise' 'else', etc

- |   |          |  |
|---|----------|--|
| 1 | ✓ Simple | You must take rich diet to gain weight                                 |
|   | Compound | You must take rich diet, or you will not gain weight                   |
| 2 | Simple   | In case of his leaving this place I shall not go                       |
|   | Compound | He should not leave this place or I shall not go                       |
| 3 | Simple   | He would have been robbed but for the timely help of the policeman     |
|   | Compound | The policeman gave him timely help otherwise he would have been robbed |
| 4 | Simple   | Take another step at the peril of your life                            |
|   | Compound | Do not take another step, else your life will be at peril              |

(d) By using Illative conjunctions like 'so', 'therefore', etc

- |   |          |  |
|---|----------|--|
| 1 | ✓ Simple | He suffered loss in business on account of his inexperience    |
|   | Compound | He was inexperienced so he suffered loss in business           |
| 2 | Simple   | He gained popularity by virtue of his courtesy and politeness  |
|   | Compound | He was courteous and polite therefore he gained popularity     |
| 3 | Simple   | His work being satisfactory he was given an increment          |
|   | Compound | His work was satisfactory, therefore he was given an increment |
| 4 | Simple   | I was pleased with him for his honesty                         |
|   | Compound | He was honest, therefore I was pleased with him                |

Exercise 99. Convert the following Simple sentences into Compound ones

- 1 Taking pity on the beggar the child gave him five paise. 2 Besides abusing him, he beat him also 3 The sun having risen, the fog disappeared 4 Intelligence

is required in addition to hard work. 5 With all his resourcefulness, he does not help me. 6. Notwithstanding several efforts, he failed. 7 The soldiers in spite of being few in number defeated the enemy. 8. In vain did he pray for his son's safety. 9 You must run very fast to reach the school in time. 10. He will be penalised in the event of his repeating this mistake. 11 Your hurry will spoil the case. 12 To be sure of a comfortable seat in the train, you must go to the station early. 13 Mohan is no god to do impossible things. 14. In the absence of any favourable evidence none can help him. 15 His case being weak everyone advised him to give it up.

### 100 Conversion of Compound sentences into Simple sentences

Compound sentences can be converted into simple sentences by changing one of the co ordinate clauses into a participle, a prepositional phrase, or an infinitive

#### (a) By using a participle

- |   |          |  |
|---|----------|--|
| 1 | Compound | The two captains found the pitch unplayable and decided to abandon the match     |
|   | Simple   | Finding the pitch unplayable, the two captains decided to abandon the match      |
| 2 | Compound | Most of this film was shot on location, it has, therefore, many authentic scenes |
|   | Simple   | Most of this film having been shot on location, it has many authentic scenes     |

#### (b) By using a prepositional phrase

- |     |          |   |
|-----|----------|---|
| ✓ 1 | Compound | He is foreign to India, but he speaks Hindi like his mother tongue.           |
|     | Simple   | In spite of being foreign to India, he speaks Hindi like his mother tongue    |
| ✓ 2 | Compound | This book is not only beautifully printed but is free from mistakes also      |
|     | Simple   | Besides being beautifully printed, this book is free from mistakes.           |
| 3   | Compound | He made many tall claims of his patriotism, but he turned out to be a traitor |
|     | Simple   | Notwithstanding his tall claims of patriotism, he turned out to be a traitor  |

#### (c) By using an infinitive

- |     |          |  |
|-----|----------|--|
| ✓ 1 | Compound | You must observe austerity or you will not become morally strong |
|     | Simple   | You must observe austerity to become morally strong              |
| ✓ 2 | Compound | His business failed and this added to his difficulties           |
|     | Simple   | His business failed to add to his difficulties                   |

**Exercise 100** Convert the following Compound sentences into Simple ones

- The young dancer found the audience appreciative and therefore entertained them long.
- He has got the lion's share of his father's property and yet he is dissatisfied.
- He has treated me most unjustly still I have not grumbled.
- We expect God not only to be just but merciful also.
- His younger brother died leaving behind his widow and two children and thus added to his responsibility.
- The judge found him guilty and sentenced him to three years rigorous

imprisonment 7 The spring was late to arrive and the garden was still wearing a deserted look. 8 He must not be late, else he will miss the finest part of the performance. 9 I did not find the match suitable, else I would not have declined it. 10 I have gone through this file at least four times, but I have not been able to understand the case.

101. **Conversion of Compound sentences into Complex Sentences.** In a *compound sentence consisting of two co-ordinate clauses*, the second clause is the more important of the two, since it completes the sense.

Hence while converting a compound sentence into a complex one, the second clause should be made the principal clause

(a) **Compound sentences containing the cumulative conjunction "and" :**

1. **Compound :** He gives a command and it is immediately carried out  
**Complex :** As soon as he gives a command, it is carried out.
2. **Compound :** He wanted to win the prize and worked hard.  
**Complex :** He worked hard so that he might win the prize.
3. **Compound :** He was ill and his face showed this fact.  
**Complex :** His face showed that he was ill.

(b) **Compound sentences containing adversative conjunctions like 'but', 'still', 'however', 'nevertheless', etc. :**

1. **Compound :** I have known him for many years, but I have never liked him.  
**Complex :** Although I have known him for many years, I have never liked him.
2. **Compound :** My father was poor, still he gave me the best possible education  
**Complex :** Although my father was poor, he gave me the best possible education.

(c) **Compound sentences containing the alternative conjunctions 'or', 'otherwise', 'else', 'either or,' etc. :**

1. **Compound :** Attend your classes regularly, or you will fall short of attendance  
**Complex :** If you do not attend your classes regularly, you will fall short of attendance.
2. **Compound :** Give the child some nourishing diet or it will become weak.  
**Complex :** The child will become weak unless you give it some nourishing diet.

(d) **Compound sentences containing the illative conjunctions 'therefore', 'so', etc. :**

1. **Compound :** I cannot afford to buy many books, therefore I usually study in the library.  
**Complex :** Since I cannot afford to buy many books, I usually study in the library.
2. **Compound :** He has lost all his teeth, consequently he cannot eat solid food.  
**Complex :** He cannot eat solid food because he has lost all his teeth.

**Exercise 101** Convert the following Compound sentences into Complex ones :

1. Let me alone, and I shall do the work much better. 2. Murder has no tongue, but it will speak. 3. We must get reinforcements by tomorrow morning, or our army will get defeated. 4. The driver of the car was dead drunk, so the car smashed against a tree. 5. The doctor did his best for the patient but he could not save him. 6. Nobody is going to hurt you, so don't be afraid. 7. Entrust me with the work and it will be done efficiently. 8. The shopkeeper should either exchange the watch or return the money. 9. We retired to a lonely room, and there we discussed the subject for half an hour. 10. He is over seventy, and yet he does not need spectacles. 11. He was overstrained with work, so he grew irritable. 12. You have to abide by these conditions, or we shall not sign the agreement. 13. Get your car repaired now, otherwise its machinery will get more damaged. 14. He is outwardly strict but gentle at heart. 15. The instructor whistles, and the trainees immediately stand in a line.

**102. Conversion of Complex sentences into Compound sentences.**

(a) By using some Cumulative conjunction like 'and' :

1. **Complex** : Everybody knows that man is mortal.  
**Compound** : Man is mortal and this fact everybody knows.
2. **Complex** : When I have finished the book, I shall return it.  
**Compound** : Let me finish the book and I shall return it.
3. **Complex** : If I am right, I should be supported.  
**Compound** : I may be right and in that case I should be supported.

(b) By using some Adversative conjunction like 'but'.

1. **Complex** : Although they were defeated, they were not disgraced.  
**Compound** : They were defeated but not disgraced.
2. **Complex** : He is more a poet than a statesman.  
**Compound** : He is something of a statesman but rather more of a poet.

(c) By using some Alternative conjunction like 'or'.

1. **Complex** : If you do not surrender your arms immediately, you will be shot dead.  
**Compound** : Surrender your arms immediately, or you will be shot dead.
2. **Complex** : Your passion will run wild unless you control it.  
**Compound** : You should control your passion, or it will run wild.
3. **Complex** : Had he got your message, he would have surely come.  
**Compound** : He must not have got your message, otherwise he would have surely come.

(d) By using some Illative conjunction like 'so', 'therefore', etc.

1. **Complex** : As he wants to be a doctor, he has offered the Pre-medical course.  
**Compound** : He wants to be a doctor, so he has offered the Pre-medical course.
2. **Complex** : He was so learned that he seemed to know everything.  
**Compound** : He was highly learned, therefore he seemed to know everything.

- 3 **Complex** He spoke the truth because he detested falsehood  
**Compound** He detested falsehood, therefore he spoke the truth

**Exercise 102** Convert the following Complex sentences into Compound ones

- 1 Although there was no hope of her coming I kept on waiting patiently  
 2 I am sure that you have done the mischief 3 If you continue your evil course, you will have to pay for it dearly 4 I bought the newspaper that I might read the latest news 5 You will fall ill unless you take regular exercise 6 When the document was signed, they were all satisfied 7 He is more a philosopher than a poet 8 He has missed the opportunity he was given 9 As he never showed any favour to anyone, he cannot expect favours of others 10 As soon as he got the news, he sent me a message 11 Poor as Lincoln was he rose to be the President of the United States 12 This book is so obscene that it should be banned 13 He would have come to a miserable end, had not the law protected him 14 God will bless you if you help the poor 15 Resign the job yourself before you are dismissed

### Miscellaneous Exercises

**Exercise 103** Transform the following sentences as directed

- 1 As soon as Sir Roger came home he called for wax candles  
 (Use no sooner for as soon as)  
 2 It is probable that he will come back (Change into a simple sentence)  
 3 He ran away or they would have killed him (Change into a complex sentence)  
 4 What would I not give to make you happy (Change into an assertive sentence)  
 5 Madras is one of the largest cities in India  
 (Use the comparative degree of large)

**Exercise 104** Transform the following sentences as directed

- 1 He is too good to deceive any one (Remove too)  
 2 He ate twenty sandwiches in ten minutes (Change into passive voice)  
 3 What a beautiful picture it is ! (Change into an assertive sentence)  
 4 Can this news ever be true ? (Change into an assertive sentence)  
 5 Calcutta is the largest city in India (Change the degree of comparison)  
 6 Ajay is one of the best boys of the class (Change the degree of comparison)

**Exercise 105** Transform the following sentences as directed :

- 1 He is the brightest boy of the class (Change the degree of comparison)  
 2 Are you a god that no one should oppose you ?  
 (Change into the assertive form)  
 3 Don't permit any one to leave before time (Change into the passive voice)  
 4 There was no one greater than Napoleon in his day  
 (Change into the affirmative)  
 5 This news is too good to be true (Remove too)  
 6 There is no one that does not like him (Change into the affirmative)  
 7 What a beautiful sunset ! (Change into the assertive form)

**Exercise 106** Rewrite the following sentences as directed

- 1 To eat too much makes one fat. (Remove too)  
 2 I have told you a thousand times not to do it.  
 (Use already) (Put the adverb supplied into the correct place)  
 3 He is so honest that he will not accept a bribe. (Use too)  
 4 The judge suspected that the witness had been bribed  
 (Change into active form)  
 5 One more word, and I will send you out of the room (Use if)  
 6 How sad was the sight of the deserted city ! (Transform to assertive)  
 7 Very few countries are as hot as India (Change to comparative)  
 8 They will look after you well. (Change into passive form)

**Exercise 107** Rewrite the following sentences as directed

- 1 This news is too good to be true (Remove Too)  
 2 She is so intelligent that she will understand it (Use too)  
 3 Prevention is better than cure. (Change the degree of comparison)  
 4 As soon as he saw his friend's burnt house, he burst into tears.  
 (Use no sooner.... then)

## TRANSFORMATION OF SENTENCES

- 5 I shall remember your kindness (Use the negative without changing the meaning)
- 6 He does not like you. (Use a tag question)
- 7 No one can serve two masters. (Change into interrogative form)
- 8 A sailor and afraid of storms ! (Change into assertive form)

**Exercise 108** Rewrite the following sentences as directed

- 1 He succeeded in everything that he attempted (As a negative sentence)
- 2 Everyone has heard of Columbus. (As an interrogative sentence)
- 3 Give him a share of your cake (Use the word in italics in the passive voice)
- 4 We cannot dispense with food and water (Use the adjective form of the word in italics)
- 5 I am very pleased to accept your invitation (Use the noun form of the word in italics)
- 6 That play was published after the death of its author (Substitute a single word for the words in italics)

**Exercise 109** Rewrite the following sentences as directed

- 1 Get out of my room and let me do my work (Make the sentence a bit polite)
- 2 She spoke very gently to explain her point of view (Use the adjectival form of the italicized word)
- 3 The distinguished visitor received a warm welcome at the airport. (Use the adverbial form of the word in italics)

**Exercise 110.** Rewrite the following sentences as directed

- 1 He is so weak that he cannot sit in bed. (Use too to)
- 2 He used force to turn the beggar out of his house (Use the adverb form of force)
- 3 I am glad that my intention to become a soldier has received your assent. (Use the verb form of assent)
- 4 If only I could meet him and give him proper advice ! (Change from an exclamatory into an assertive sentence)
- 5 I cannot refuse you anything (Turn into a positive sentence)
- 6 Your lack of manners has shocked me much. (Change the voice)

**Exercise 111** Rewrite the following sentences as directed

- 1 He is in the habit of grumbling (Rewrite using used to)
- 2 He forcibly made his way through the crowd. (Substitute the verb form for forcibly)
- 3 My mother did not give me permission to swim (Rewrite using let)
- 4 You will have to come again (Rewrite using must)
- 5 He is so weak that he cannot walk (Rewrite using too)
- 6 The battery is strong and should last twenty four hours (Rewrite using enough)

**Exercise 112.** Rewrite the following sentences as directed

- 1 We live in the same house but we do not like each other (Rewrite this sentence using although)
- 2 Tom as well as John was in high spirits. (Rewrite using both)
- 3 I told you to work hard (Change into interrogative)
- 4 On hearing the post office, he rushed to the news of his success (Rewrite this in the proper order so as to make sense)

# Synthesis

## 103 Combining two or more simple sentences into one simple sentence

### (a) By using a participle

1. He is honest. He will not accept the bribe.  
Being honest, he will not accept the bribe.
2. The little girl saw a beautiful flower. It gave a cry of joy.  
Seeing a beautiful flower, the little girl gave a cry of joy.
3. He got the puncture mended. He resumed the journey.  
Having got the puncture mended, he resumed the journey.

**Note** In the first sentence being honest and non acceptance of bribe go side by side. In the second sentence seeing the flowers and giving a cry are simultaneous hence the continuous form of the participle in both the sentences being honest seeing a beautiful flower. But in the third sentence the resumption of the journey is possible only after the puncture has been mended hence the perfect form of the participle having got the puncture mended.

4. He was overpowered. He surrendered.  
Having been overpowered, he surrendered.

**Note** He was overpowered is in the passive voice hence the passive form of the participle having been overpowered.

5. You sent me a letter. It never reached me. It had been addressed wrongly.  
Having been addressed wrongly, your letter never reached me.

### (b) By using the nominative absolute construction

1. There was no evidence against him. He was acquitted of the charge.  
There being no evidence against him, he was acquitted of the charge.
2. The police arrived on the scene. The mob dispersed.  
The police having arrived on the scene, the mob dispersed.
3. My pocket was picked. I had no bus fare.  
My pocket having been picked, I had no bus fare.

### (c) By using a preposition with a gerund or a noun, or by using a prepositional phrase

#### (i) Preposition with a Gerund

1. You must finish your work. You can then play.  
You must finish your work before playing.
2. The boy saw his mistake. He grew nervous.  
On seeing his mistake, the boy grew nervous.



(ii) *Preposition with a Noun*

1. I like all my class fellows I do not like Rashmi  
I like all my class fellows *except* Rashmi
2. The policemen were running towards the market They had sticks in their hands  
The policemen *with sticks* in their hands were running towards the market,
3. He is not able to come I am not sorry  
I am not sorry *for his inability* to come

(iii) *Prepositional Phrases*

1. There was no money The scheme fell through  
The scheme fell through *for want of* money
2. I have not been able to reform him I have made many efforts  
*In spite of* many efforts, I have not been able to reform him

(d) *By using an infinitive*

1. His property was sold His debts had to be paid.  
His property was sold *to pay* his debts
2. I heard of your brilliant success I was glad of that  
I was glad *to hear of* your brilliant success
3. He is very proud He does not receive his guests courteously  
He is too proud *to receive* his guests courteously

(e) *By using a noun or a phrase in apposition*

1. This law is the source of all our troubles It should be abolished  
This law, *the source of all our troubles*, should be abolished
2. Shahjehan was a great Mughal King He built the Taj The Taj is one of the great wonders of the world  
Shahjehan, *a great Mughal King*, built the Taj, *one of the great wonders of the world*

(f) *By using adverbs or adverbial phrases*

1. No one died in the accident That was fortunate  
*Fortunately*, no one died in the accident.
2. Be sincere to your work This is of the first importance  
*Above all*, be sincere to your work
3. I must shift to a new house The cost does not matter  
I must shift to a new house *at any cost*
4. Rama struck Krishna His blows were cruel His blows were frequent There was no reason for this  
Rama struck Krishna *cruelly and frequently without any reason*

(g) *By using various methods discussed above*

1. I had got my degree in medicine I came to India I wanted to serve my country  
After having got my degree in medicine I came to India in order to serve my country
2. The English were inferior to the French in number The English defeated the French The battle was long and well contested  
*In a long and well contested battle, the English defeated the French in spite of being inferior to them in number*

3. A band of ruffians entered a village. The ruffians were all armed. They entered the village at night. Some of the ruffians were escaped convicts. The ruffians stole the cattle of the villagers. The villagers were asleep.  
Entering the village at night, a band of armed ruffians, some of them escaped convicts, stole the cattle of the sleeping villagers.

Exercise 113 Combine each set of sentences into one simple sentence

- 1 I found a heavy rush at the stop. I decided to take a taxi.
- 2 The food was in short supply. Rationing was introduced.
- 3 He was my partner for eight years. Now he has set up separate business.
- 4 He wanted to avenge his brother's murder. He employed various means for it.
- 5 I am under the treatment of Dr Sharma. He is the best heart specialist in Delhi.
- 6 He offered his services to the college. His offer was voluntary.
- 7 I was tired of my servant. I dismissed him.
- 8 Rahim died in the battle. His son heard the news. He wept bitterly.
- 9 The gathering was declared unlawful. The police later charged it.
- 10 You should take up a part time job. It will supplement your income. It will help you to make good use of your leisure.
- 11 His son died. This gave him a shock. He never fully recovered from it.
- 12 They had been underserved for more than a month. They could not finish the work in time.
- 13 Amit indulges in hard drinks. This is of the greatest importance.
- 14 The weather is pleasant. It is a little cold however.
- 15 He had many difficulties to face. He remained calm and unruffled.
- 16 Shakespeare has written many great tragedies including *Hamlet* and *King Lear*. Shakespeare is the greatest dramatist of England.
- 17 He stayed at home. He wanted to look after his parents. His parents were old and weak.
- 18 He had a poor health. He worked very hard. He got through the examination.
- 19 The boy was drowning. He shouted for help. A workman heard the boy's shouts. He plunged into the river. He risked his own life.
- 20 Babar was a great soldier. Babar defeated Ibrahim in a battle. The battle was fought at Panipat. Ibrahim was king of India. Thereby Babar won the throne of India. This happened in 1526.

104 Combining of two or more simple sentences into a single compound sentence

(a) By using the cumulative conjunctions 'and', 'both and', 'as well as', 'not only but also'

- 1 Glass is smooth. It is brittle. It is transparent.  
Glass is smooth, brittle and transparent.
- 2 He is strict. He is severe.  
He is both strict and severe.
- 3 He is a queer fellow. All other members of his family are queer fellows.  
He as well as all other members of his family is a queer fellow.
- 4 She works in the office. She manages her household.  
She not only works in the office but manages her household also.

Note 1 The conjunctions *both and*, *as well as*, *not only but also* are only emphatic forms of the cumulative conjunction *and*.

2 While joining the sentences with *as well as*, a student ought to be careful about the subject verb agreement, the verb has to agree to the first of the two subjects in the combined sentence. See sentence No 3.

(b) By using the Adversative conjunctions 'but', 'yet', 'still', 'however', 'nevertheless', 'only'

- 1 The effect of this medicine is slow It is safe.  
The effect of this medicine is slow *but* safe.
- 2 She must be over forty She looks charming  
She must be over forty, *still* she looks charming
- 3 She never attended any school. She is a well informed lady  
She never attended any school, *yet* she is a well informed lady
- 4 This dog seems to be very ferocious It is harmless  
This dog seems to be very ferocious, *however*, it is harmless
- 5 I am myself hard up I will not disappoint you  
I am myself hard up, *nevertheless*, I will not disappoint you.
- 6 He is all right He is slightly tired  
He is all right, *only* he is slightly tired

Note *Still* *yet* *however*, *nevertheless*, etc., are only emphatic forms of the adversative conjunction *but* So quite often one may be replaced by another, without, in any way, affecting the sense or the emphasis of the sentence

(c) By using the alternative conjunctions 'or, otherwise', else, either or neither nor

- 1 Is she slim ? Is she fat ?  
Is she slim *or* fat ?
- 2 Do not buy tickets in the blackmarket You may be prosecuted.  
Do not buy tickets in the blackmarket *or* you may be prosecuted
- 3 He escaped to some foreign land He would have been sentenced to death  
He escaped to some foreign land, *otherwise* he would have been sentenced to death
- 4 Keep the dog tied indoors It may bite some stranger  
Keep the dog tied indoors, *else*, it may bite some stranger
- 5 Your father may sign this document You may sign this document One of you must do it  
*Either* you *or* your father must sign this document
- 6 He does not tell a lie He does not tolerate a lie  
He *neither* tells a lie *nor* tolerates one

Note *Or* *otherwise*, *else* may be interchanged without making any appreciable change in the meaning of the sentence

(d) By using illative conjunctions like 'so, 'therefore', for

- 1 The referee has come We should get ready for the match  
The referee has come, *so* we should get ready for the match
- 2 The Principal is very lenient There is no discipline in the college  
The Principal is very lenient, *therefore* there is no discipline in the college
- 3 He will be promoted He has never been absent  
He *will* be promoted *for* he has never been absent

(e) By using some relative pronoun or adverb in a continuative sense

- 1 I am going to Simla I propose to stay there for a fortnight  
I am going to Simla *where* (=and there) I propose to stay for a fortnight

2. I met my friend    He recognised me at once  
I met my friend *who* (=and he) recognised me at once.
3. He killed the dog    It was a cruel act  
He killed the *dog which* (=and it) was a cruel act

### (f) Miscellaneous Examples

1. She is not fair. She is not tall    She is highly intelligent  
She is neither fair nor tall but highly intelligent
2. I have no prejudice against non-vegetarian dishes    I do not relish them    I usually avoid them  
I have no prejudice against non-vegetarian dishes but I do not relish them, so I usually avoid them

### Exercise 114    Combine each set of simple sentences into one compound sentence

- (a) 1    She is an accomplished girl    She is mature    She is responsible    She is sociable  
2    They deal in refrigerators    They deal in television sets  
3    He wasted his money in gambling.    He wasted it in drinking  
4    He pesters his friends for money    He wastes their time
- (b) 5    He can be a good orator    He is shy of coming on the stage  
6    The poor man works hard the whole day    He cannot make both ends meet  
7    He worked undisturbed    There was a great noise in the street  
8    The painting is very well done    It is a bit too expensive.
- (c) 9    Is this radio set cheap?    Is it costly?  
10    You may get this sofa set    You may take five hundred rupees in cash.  
11    You may do whatever you like  
12    The captain is not to be blamed    The sailors are not to be blamed  
13    Don't be a borrower    Don't be a lender  
(Neither a borrower nor a lender be)
- (d) 13    General working conditions in the factory have been improved.  
14    Efficiency of work will now go up  
15    I want to see a T V performance    I shall stay back at home in the evening  
16    Lord Buddha found this world full of sorrows    He decided to renounce it.  
17    Many contraband goods have been caught.    There is great excitement among the people
- (e) 17    I am going to stay at a hotel    There I shall be well looked after  
18    I bought some very interesting novels    I presented them to my sister  
19    We are shifting to a new house    There I shall have a room exclusive to myself  
20    He donated his all to a trust.    It was a very generous act

### 105    Combining two or more simple sentences into a single complex sentence

#### (i) Subordinate clause as a noun clause

##### (a) *That* clauses

1. He has done me a good turn.    I cannot forget it.  
I cannot forget *that* he has done me a good turn
2. God is truth.    All religions teach this.  
All religions teach *that* God is truth.    Or  
*That* God is truth is taught by all religions
3. He will deny his statement.    It is my belief.  
It is my belief *that* he will deny his statement.    Or  
My belief is *that* he will deny his statement.

(b) *Noun clauses introduced by 'which', 'how', 'what', 'when', etc.*

1. Why did you take away those books without my permission?  
Tell me.  
Tell me *why* you took away those books without my permission.
2. You have solved the sum in a certain way. Your method of doing it is known to none but yourself.  
*How* you have solved the sum is known to none but yourself.
3. What do you wish to have? I will give you everything  
I will give you *whatever* you wish to have.

(c) *Noun clauses introduced by 'if' or 'whether'.*

1. Did you bid for that house? I did not know that.  
I did not know *whether* you had bid for that house.
2. Had I learnt my lesson? The teacher asked me that.  
The teacher asked me *if* I had learnt my lesson.
3. Will you get the apprenticeship? I doubt that.  
I doubt *whether* you will get the apprenticeship.

(d) *Noun clauses—case in apposition.*

1. All the boys would pass. That was our hope. Our hope was fulfilled.  
Our hope that all the boys would pass was fulfilled.
2. Help was near. This news cheered us.  
The news that help was near cheered us.
3. He was expelled from the college. The reason was explained to him.  
The reason why he was expelled from the college was explained to him.

**Exercise 115** Combine each set of simple sentences into one complex sentence containing a noun clause.

1. The patient will soon recover. The doctor said so.
2. These two neighbours are quarrelling. I do not know the reason. (use *why*)
3. Didn't I like to play with her? She wanted to know this.
4. Truth prevails in the end. This is a fact. This fact is known to everybody.
5. She will never play me false. It is my belief.
6. Certain things cannot be cured. We must endure them. (use *what*)
7. The shop was going to be raided. This was the news. It made everybody anxious.
8. Could she accompany him to the movies? The little girl put this question to her father.
9. He is quite innocent. The judge declared him so.
10. You need some money. He wants to know the amount. (use *how much*)
11. Could they hold a get together in the college hall? They wanted to know it from the Principal.
12. You were not a party to this decision. You made this statement. This statement is false.
13. He will not desert me. I believed this. I appealed to him for help. (Believing that he would not desert me, I )
14. He will get us out of difficulty in some way or other. His way of doing it is known to no one but himself.
15. He had made a serious mistake. He had caused much mischief thereby. Realising this he confessed his fault.

(ii) *Subordinate clause as an adjective clause*

(a) *Adjective clause introduced by a relative pronoun or a relative adverb.*

- 1 A man stole a suitlength from our shop I recognise the man  
I recognise the man *who* stole a suitlength from our shop
- 2 He died in a village He was born in that village  
He was born in the village in *which* he died
- 3 This occurred some time back The exact time has not been  
ascertained  
The exact time *when* this occurred has not been ascertained

**Note 1** The most frequently used relative pronouns are *who*, *whose*, *whom* *that*, *which* The chief relative adverbs are *when* *where*, *why*

2 The adjective clause must be placed as near the noun or pronoun it qualifies as possible In the first sentence *who stole a suitlength* qualifies the noun *man* and immediately follows it

Exceptions are allowed when a little distancing between the adjective clause and its antecedent gives a better sounding sentence

*He laughs best who laughs last* sounds better than

*He who laughs last laughs best*

(b) *Adjective clause with the relative pronoun or the relative adverb understood*

Sometimes the relative pronoun or the relative adverb that is used as a subordinating conjunction to introduce the adjective clause is not clearly expressed In such cases the adjective clause almost invariably follows its antecedent

- 1 I asked him some questions He could not answer them  
He could not answer the questions I asked him  
(Here the relative pronoun *that* is understood)
  - 2 You will finish your work at a certain moment Then you will  
be free  
You will be free the moment you finish your work  
(Here the relative adverb *when* is understood)
- (c) *Adjective clause introduced by 'but'*  
*But* is sometimes used as equivalent to a relative pronoun + *not*
- 1 Many women were present there All of them wept to hear the  
news  
These two sentences should be combined as  
All the women *who* were present there wept to hear the news  
To make it more emphatic this can be written as  
There was not a woman present *who* did not weep to hear the  
news  
Or this may be written as  
There was not a woman present *but* wept to hear the news.
  - 2 There were many labourers All of them shouted slogans  
There was not a labourer *but* shouted slogans  
(There was not a labourer *who* did not shout slogans)

(d) *Adjective clause introduced by as*

An adjective clause may be introduced by *as* if it follows *such* or *same* in the principal clause

- 1 My brother once had a scooter This is the same scooter  
This is the same scooter *as* my brother once had

2 It was a very ghastly scene I had never witnessed such a scene before

It was such a ghastly scene as I had never witnessed before

(e) *Adjective clause preceded by the preposition 'than'*

Sometimes *than* is used as a preposition before the relative pronoun introducing an adjective clause

Millions followed Gandhiji No leader better than Gandhiji was possible

Millions followed Gandhiji *than* whom no better leader was possible

**Exercise 116.** Combine each set of simple sentences into a single complex sentence containing an *adjective clause*.

- 1 Some servants are honest They are trusted by their masters.
- 2 Some people die in a great cause They never fail
- 3 We came upon a certain shop Here edibles were sold.
- 4 He complained to the Principal against me I do not know the reason
- 5 You sent me a certain message I duly received it.
- 6 The accident happened on a certain day On that day I was at Smla
- 7 Many people were flood-stricken All of them prayed to God.
- 8 Some boys do not take their class work seriously They repent at the end of the year
- 9 They elected Pataudi the captain. No better captain could be found
- 10 Your efforts will be crowned with success on a certain day Blessed will be that day

(iii) *Subordinate clause as an adverb clause*

(a) *Adverb clause showing time*

- 1 The weather will improve We shall go for a picnic  
When the weather improves, we shall go for a picnic
- 2 I see that beggar I always give him some money  
Whenever I see that beggar I give him some money
- 3 I saw smoke rising from the window I immediately rang up the fire brigade  
I rang up the fire brigade as soon as I saw smoke rising from the window
- 4 We take off our clothes We then go to bed  
We go to bed after we have taken off our clothes
- 5 I went to his room I found him lying senseless in his bed  
As I went into his room I found him lying senseless in his bed

**Note 1** Adverb clauses of time are usually introduced by the subordinating conjunctions *when, whenever, while, after, before, since, till, as, as soon as* etc.

2 Note the change of tense in the sub-ordinate clauses in sentences 1 and 4

(b) *Adverb clause of cause or reason*

- 1 I find life unbearable I feel sick of it  
Since I find life unbearable, I feel sick of it
- 2 I do not like sentimental fiction I never buy cheap romances  
As I do not like sentimental fiction I never buy cheap romances.
- 3 I decided to leave the house myself I did not know how to get rid of her  
I decided to leave the house myself because I did not know how to get rid of her

- 4 Your progress is quite satisfactory I am happy  
I am happy *that* your progress is quite satisfactory

Note 1 Note the use of *that* in the last sentence here *that* means *because* The sentence means I am happy because your progress is quite satisfactory

2 The subordinating conjunctions used to introduce an adverb clause of cause or reason are *because as since that*

(c) Adverb clause of effect, result or consequence

1. The novel was very interesting I finished it in one sitting  
The novel was *so* interesting *that* I finished it in one sitting
- 2 Florence Nightingale overstrained her body Her health broke down as a consequence  
Florence Nightingale overstrained her body *so much that* her health broke down
- 3 He was quite tired He could scarcely stand  
He was *so* tired, he could scarcely stand

Note The subordinating conjunction in an adverb clause of effect is *that* (either expressed or omitted as in sentence No 3) preceded by *so* in the principal clause

(d) Adverb clause of purpose

- 1 He works from morning till night His object is to make both ends meet  
He works from morning till night *so that* he may make both ends meet
- 2 He kept a strict vigil at night He did not want his goods to be stolen  
He kept a strict vigil at night *that* his goods might not be stolen  
*Or*  
He kept a strict vigil at night *lest* his goods should be stolen

Note Adverb clause of purpose is introduced by the subordinating conjunctions *so that, that, lest*

(e) Adverb clause of place

- 1 You will live somewhere I will live with you  
I will live *where* you live
- 2 He went to various places He was welcomed everywhere  
He was welcomed *wherever* he went.

Note Adverb clause of place is introduced by the subordinating conjunctions *where, wherever, whither, whence*

(f) Adverb clause of condition

- 1 Someone may call Please ask him to wait  
*If* someone calls please ask him to wait
- 2 He will not come He has to be compelled for it  
He will not come *unless* he is compelled
- 3 You can get this job Will you give an undertaking to stick to it for at least one year  
You can get this job *provided* you give an undertaking to stick to it for at least one year
- 4 You may come You may not come We shall play the match.  
We shall play the match *whether* you come or not.



5. He would have won the battle. His soldiers were utterly exhausted.  
Had his soldiers not been utterly exhausted, he would have won the battle.

**Note.** Adverb clause of condition is introduced by the subordinating conjunctions *if, unless, provided, in case, whether, etc.* Sometimes the conjunction may be omitted (as in No. 5 above).

(g) Adverb clause of concession or contrast :

1. I could not get my seat reserved. I managed a comfortable journey.  
*Although I could not get my seat reserved, I managed a comfortable journey.*
2. He is facing heavy odds. He is quite unruffled and composed.  
*Notwithstanding that he is facing heavy odds, he is quite unruffled and composed.*
3. He may even beg. I shall not help him.  
*I shall not help him even if he begs.*
4. This shop is centrally situated. It is not giving good business.  
*This shop is not giving good business even though it is centrally situated.*
5. He is rich. Nobody envies him.  
*Rich as he is, nobody envies him.*

**Note** Adverb clause of concession or contrast is introduced by the subordinating conjunctions *though, although, even if, even though, notwithstanding, as, etc.*

(h) Adverb clause of comparison :

1. He is superstitious. He is equally wicked.  
*He is as wicked as superstitious.*
2. You think him to be clever. He is not so clever.  
*He is not so clever as you think.*
3. He is a rich man. No other man in our community is equally rich.  
*He is richer than any other man in our community. Or No other man in our community is so rich as he.*
4. A man gets more wealth. He then wants more.  
*The more wealth a man gets, the more he wants.*

**Note** Adverb clause of comparison is introduced by *as* (usually affirmative sentences), *so* (usually negative sentences) and *than*, or it involves the construction *the more the more* as in sentence 4.

(i) Adverb clause of extent, manner :

1. You have treated me in a certain way. I will treat you in the same way.  
*I will treat you as you have treated me.*
2. He walked on. He appeared not to have heard my voice.  
*He walked on as if he had not heard my voice.*
3. I have told him something. He knows only that much.  
*He knows only as much as I have told him.*

**Note.** Adverb clause of manner is usually introduced by *as, as if, whereas* in adverb clause of extent we use *as.....as*.

**Exercise 117** Combine each set of simple sentences into a complex sentence containing an adverb clause :

- (a) 1 It strikes six I at once switch on the radio
- 2 Prices will come down slightly Then we shall buy fresh stocks.
- 3 I warned him He has worked carefully since then
- (b) 4 I have been forced to reduce the consumption of milk Its price has gone up
- 5 I do not find the home atmosphere conducive to study I intend joining a hostel
- 6 Agriculture is not possible in Iran The climate of Iran is dry
- (c) 7 The D T C bus service is very undependable I am never sure of reaching the office in time
- 8 His job was very light and lucrative He had no intention of giving it up.
- (d) 9 He drastically cut down his expenses on various items His purpose was to save money for his son's education
- 10 She bought a season ticket for the film festival She wanted to get acquainted with the cinematic technique of the various countries
- 11 The villagers made an embankment on the riverside Otherwise floods would have played havoc with the village again
- (e) 12 Living was cheap at a certain place They went there
- 13 The winds took the boat in a certain direction The boat sailed in that direction (use *whither*)
- (f) 14 I may perhaps be allowed to speak I can then explain everything
- 15 I may help you I may not help you. You are sure to lose the game
- 16 Monsoons may break this month Otherwise the wells will run dry
- (g) 17 He has wide contacts He has no access to the Chief Minister
- 18 Let the heaven and earth move I shall not budge even an inch
- 19 My own life may be at peril I shall uphold the cause of justice
- (h) 20 She is intelligent Her intelligence equals her sister's
- 21 Mount Everest is a very high peak No other peak is equally high
- 22 The mountains increase in height The air proportionately increases in coolness
- (i) 23 He walks very proudly He thinks himself to be a prince
- 24 He was directed to do something in a certain manner He did it accordingly
- 25 I shall live for a certain period I shall love you during that period  
(Use *as long as*)

**106. Combining three or more simple sentences into a mixed sentence**

- 1 The path was rough My feet were sore I persisted in my struggle I reached the destination  
Although the path was rough and my feet were sore, I persisted in my struggle till I reached the destination
2. The bus driver saw the child playing He gave horn after horn. The child did not get aside The bus driver applied brakes The child was run over The child was killed  
The bus driver saw the child playing and gave horn after horn, but the child did not get aside, and although the driver applied brakes, the child was run over and killed

**Exercise 118** Combine each set of simple sentences into a complex, compound or mixed sentence. The verb of the principal clause is given in italics. The number of coordinate or subordinate clauses is mentioned in brackets at the end of each sentence

- 1 I sank into the water I felt confused Nothing can describe that confusion (two subordinate clauses)
2. He is sure to receive his pay It is due to him. Why does he worry then? (one subordinate clause)
- 3 My friend is going to Europe. He has got long leave He wishes to become a doctor (one subordinate clause)

4. You may look anywhere You will see signs of industry. These signs speak well for the prosperity of the people (two subordinate clauses)
5. Shyam is not a bad boy He belongs to a good family He has been well brought up. He moves in bad company That is my opinion (one subordinate and three co-ordinate clauses)
6. A traveller was thirsty He was also hungry He came to the door of a cottage The cottage stood on the riverside He begged for food. (one subordinate clause and one co-ordinate clause)
7. I met him in the market after ten years He was altogether changed. I could not recognise him (two subordinate clauses)
8. I saw a boy He was a small boy He was blowing a whistle He had just bought that whistle The whistle was very beautiful (one subordinate clause)
9. There is a book It is very amusing It tells the story of a knight and his servant It is by a Spanish writer (one subordinate clause)
10. Mr Verma is more efficient Mr Gupta is less efficient This is my opinion My opinion is based on their confidential reports (two subordinate clauses)

**Exercise 119** Combine each set of simple sentences into a single sentence

1. I left him to his fate He refused all help I offered him help on all occasions On such occasions he needed it.
2. The lion was let out of its cage It ran towards Androcles. It did not attack him It fawned upon him A dog fawns in the same way upon its master
3. Socrates was given the cup of hemlock He drank it At that time he continued to talk to his friends. His friends were standing around him.
4. It was sunset I was leaning on the gate A carriage drove up The carriage contained a gentleman. The gentleman was middle aged.
5. Christmas falls on the 25th of December every year It is one of the chief festivals of the Christians. It commemorates the birth of Christ. The Christians worship Christ as the son of God.
6. (a) The starving refugees were in despair A messenger brought news. Food would soon reach them  
(b) The girls were outwardly calm Inwardly they were full of excitement It was seven o'clock on a bright sunny morning They set out on their long walk to the station
7. (a) There were many people there this year The fair had been well advertised It had been in all the papers. It was Norris's Fair  
(b) Only two boys won medals that year The competition had been very severe They had not been well trained by their coach The two boys who won medals were Ashok and Arun
8. (a) The winter had arrived. Napoleon decided to march north. He wished to punish the Russians They had been bold enough to join the Allies.  
(b) The budget was presented to Parliament. It was presented by the Finance Minister He was booed by the members The budget imposed a heavier burden on the common man It raised the railway fares  
(Do not use and or but)
9. I received the letter The next day I was sitting in my room I was deep in contemplation. A noise disturbed me At first I thought it came from my watch I found the noise come from a little insect The insect is called the death watch
10. The Germans first exploded some shells. The shells contained poisonous gas The Germans advanced towards the trenches These trenches were defended by the Indian soldiers The Indians saw the Germans coming They were not at all dismayed. They were fighting for a sacred cause. They had confidence in the justice of the cause

## Direct and Indirect Speech

107 There are two ways of reporting the words spoken by a person. We can reproduce the words exactly spoken or we can express in our own words the substance of what he said. The first of these methods is called *Direct Speech* or *Direct Narration*. The second is called *Indirect Speech* or *Indirect Narration*.

*Direct* Umesh said to his father 'I need more money.  
*Indirect* Umesh told his father that he needed more money.

### 108 Reported Speech Reporting Verb

The exact words of the speaker which are put within inverted commas are called the *Reported Speech*. The verb that introduces the *Reported Speech* is called *Reporting Verb*. In the example given above, *said* is the reporting verb and *I need more money* is the reported speech.

The following points should be observed about these two modes of narration.

(i) The *Direct speech* is always enclosed within inverted commas and it always begins with a capital letter. It is separated from the *Reporting verb* by a comma.

(ii) (a) In the *Indirect speech* no inverted commas are used and no comma is used to separate the *Reporting verb* from the *Reported speech*.

(b) The tense of the *Reporting verb* is never changed.

(c) A conjunction if necessary is used after the *Reporting verb*.

(d) Tenses, pronouns and words denoting nearness of time and position undergo certain changes in the *Indirect speech*.

Detailed rules for these changes are discussed in the next few articles.

## TRANSFORMATION OF DIRECT SPEECH INTO INDIRECT

### 109 Rules for the change of Tenses

If the *Reporting verb* is in a present tense (e.g. *says, is/are/am saying, has/have said, has/have been saying*) or a future tense (e.g. *will/shall say, will/shall have said, etc.*) the tense of the verb in the reported speech remains unchanged.

- |   |                 |  |
|---|-----------------|--|
| 1 | <i>Direct</i>   | He says 'Children like to play.'                             |
|   | <i>Indirect</i> | He says that children like to play.                          |
| 2 | <i>Direct</i>   | Your father will say, "Life was very hard during the war."   |
|   | <i>Indirect</i> | Your father will say that life was very hard during the war. |

- 3    *Direct*      He has said, ' Dogs would be hard to beat in faithfulness "
- Indirect*    He has said that dogs would be hard to beat in faithfulness

If the Reporting verb is in a past tense (e.g., said, had said, was saying, had been saying, used to say), the tenses in the Reported speech are changed into the past tense

*do/does* is changed to *did*

*did* is changed to *had done*

*had done* remains unchanged

*is/are/am doing* is changed to *was/were doing*

*was/were doing* is changed to *had been doing*

*had been doing* remains unchanged

*will/shall do* is changed to *would/should do*

*will/shall be doing* is changed to *would/should be doing*

*will/shall have done* is changed to *would/should have done*

*will/shall have been doing* is changed to *would/should have been doing*

*would/should do, would/should be doing, would/should have done,*

*would/should have been doing* remain unchanged

*may* is changed to *might*

*can* is changed to *could*

*has/have to* is changed to *had to*

*might, could, had to, ought to, used to, and had better* remain unchanged

*must* is changed to *had to, would have to* or is left unchanged according as it expresses present obligation, future obligation or permanent commands and prohibitions

- 1    *Direct*      He said, ' Mohan comes to the college daily "

*Indirect*    He said that Mohan came to the college daily

- 2    *Direct*      She said, ' Monika is coming for dinner '

*Indirect*    She said that Monika was coming for dinner

- 3    *Direct*      The poor beggar said, "The rich should try to be kind to the poor "

*Indirect*    The poor beggar said that the rich should try to be kind to the poor

- 4    *Direct*      I said, "It was very hot in the morning '

*Indirect*    I said that it had been very hot in the morning

- 5    *Direct*      I said It had been very hot since morning "

*Indirect*    I said that it had been very hot since morning

#### 110 Exceptions to the rule stated above

(i) If the Reported speech expresses a universal truth or a habitual fact, its tense remains unchanged

- 1    *Direct*      The teacher said, ' The earth revolves round the sun '

*Indirect*    The teacher said that the earth revolves round the sun

2.    *Direct*      She said, ' Girls are usually more sincere than boys "

*Indirect*    She said that girls are usually more sincere than boys

(ii) When the Reported speech contains a time clause and both the main verb and the verb in the time clause are in the simple past, these verbs are left unchanged.

1. *Direct* : You said, "The boy stuck to his post till his father ordered him to leave."

*Indirect* : You said that the boy stuck to his post till his father ordered him to leave.

2. *Direct* : She said, "The rude girl was disappointed when the fairy refused to help her."

*Indirect* : She said that the rude girl was disappointed when the fairy refused to help her.

However, if the main verb is in the simple past while the verb in the time clause is in past continuous, it is usual to change the main verb to past perfect and leave the verb in the time clause unchanged :

1. *Direct* : He said, "Suresh slipped when he was trying to board a bus."

*Indirect* : He said that Suresh had slipped when he was trying to board a bus.

2. *Direct* : He said, "Mohan died when his son was still struggling to get established in business."

*Indirect* : He said that Mohan had died when his son was still struggling to get established in business.

(iii) If the Reported speech describes a state of affairs which still exists when the speech is reported, its tense normally remains unchanged :

1. *Direct* : She said, "Whatever Saroj does displeases her mother-in-law."

*Indirect* : He said that whatever Saroj does displeases her mother-in-law.

2. *Direct* : He said, "Pankaj's wife wants to become rich by winning a lottery."

*Indirect* : He said that Pankaj's wife wants to become rich by winning a lottery.

Exercise 120. Put the following into indirect speech using 'that' as conjunction between the reporting verb and the reported speech

(a) 1 The manager has said, "No indiscipline can be tolerated."

2 My brother says, "This shopkeeper has always been cheating his customers."

3 The peon will say, "A salary of two hundred rupees a month was too inadequate to manage a decent living."

4 The secretary of this club is saying, "The show could not succeed on account of insufficient publicity."

5 The coming generations will say, "A man like Gandhi could never have lived in flesh and blood."

(b) 1 The purchase officer said, "There is scarcity of raw material in the market."

2 The monitor said, "All the students want a trip to Kashmir."

3 The secretary said, "No decision can be taken at the moment."

4 He said, "Anil and Ropesesh are going to the market but Savita is going for a dancing class."

5 The teacher said, "Ajay had better leave the class."

6 Everybody said, "The culprit did not deserve such a severe punishment."

7. The manager said, "Ravi has been working in this office for the last six months but his work has never been satisfactory."
  8. The chairman of the action committee said, "If the strike continues, everyone will be put to hardship."
  9. The young girl said, "If fashions do not change, many manufacturers will have to sit idle."
  10. My father said, "English used to be the medium of instruction for all subjects."
  11. The Chief Election Commissioner said, "All elections will have been over by the middle of June."
  12. He said, "The strike may continue indefinitely."
  13. She said, "If students are treated leniently, they think they can defeat the teachers."
  14. He said, "The accident could have been averted with a little caution."
  15. The young officer said, "If the police remains alert, there is no reason why it should not be possible to check corruption."
- (c)
1. She said, Gita's clothes caught fire while she was cooking."
  2. He said, "Gurdip wants to take up a job while her husband wants her to look after the family."
  3. He said, "Some people kept their lights on while the entire city was plunged in darkness."
  4. He said, "The heights that great men reached and kept were not attained in a sudden flight."
  5. The Principal said, "When the warden was taking a round of the hostel at 11 P.M., he found many students still awake."

### III. Rules for the change of Pronouns :

(i) **First Person** Pronouns of the first person are changed into pronouns of the same person as the person of the subject of the Reporting verb

- |           |                                       |
|-----------|---------------------------------------|
| 1. Direct | I said, "I have done my duty."        |
| Indirect  | I said that I had done my duty.       |
| 2. Direct | You said, "I have done my duty."      |
| Indirect  | You said that you had done your duty. |
| 3. Direct | He said, "I have done my duty."       |
| Indirect  | He said that he had done his duty.    |

(ii) **Second Person** Pronouns of the second person are changed into pronouns of the same person as that of the object of the Reporting verb :

- |           |  |
|-----------|--|
| 1. Direct | : The teacher said to me, "You have not done your work well."  |
| Indirect  | : The teacher told me that I had not done my work well.        |
| 2. Direct | : The teacher said to you, "You have not done your work well." |
| Indirect  | : The teacher told you that you had not done your work well.   |
| 3. Direct | : The teacher said to him, "You have not done your work well." |
| Indirect  | : The teacher told him that he had not done his work well.     |

(iii) **Third Person** Pronouns of the third person generally remain unchanged

- |           |   |
|-----------|---|
| 1. Direct | : I said to you, "He should not be trusted."  |
| Indirect  | : I told you that he should not be trusted.   |
| 2. Direct | : You said to me, "He should not be trusted." |
| Indirect  | : You told me that he should not be trusted.  |

Notes : 1. Note the change of the reporting verb from *said* to *told* in the reported speech.

2. If the reporting verb is in the past tense, *I shall* is changed to *I should*; *you would* or *he would* according as *I* is left unchanged or changed to *you* or *he* :

1. *Direct* : I said, "I shall be in time."  
*Indirect* : I said that I should be in time.
2. *Direct* : You said, "I shall be in time."  
*Indirect* : You said that you would be in time
3. *Direct* : He said, "I shall be in time "  
*Indirect* : He said that he would be in time

3. When there are two or more third person pronouns in the indirect speech, the name of the person referred to by each may be written in brackets against each of them to avoid confusion .

*Direct* : The servant said to his master, "I have told you the truth and I can do no more."

*Indirect* : The servant told his master that he (servant) had told him (master) the truth and he (servant) could do no more.

4. One has to be a little careful while changing the personal pronoun *we*. We can be retained as *we* or changed to *you* or *they* depending upon the relationship of the speaker, the person(s) addressed and the person reporting the speech

1. *Direct* : He said to me, "We should have tried harder."  
*Indirect* : He told me that we should have tried harder.
2. *Direct* : He said to you, "We should have tried harder."  
*Indirect* : He told you that you should have tried harder.
3. *Direct* : He said to Pawan, "We should have tried harder."  
*Indirect* : He told Pawan that they should have tried harder.
4. *Direct* : The Prime Minister said, "We, the members of the Congress Party, should be united."  
*Indirect* : The Prime Minister said that they, the members of the Congress Party, should be united.
5. *Direct* : The Prime Minister said, "We should be united to fight the enemy tooth and nail."  
*Indirect* : The Prime Minister said that we should be united to fight the enemy tooth and nail.

Exercise 121 Put the following into indirect narration. Change the reporting verb "said" to "told" wherever it has an object

- (a) 1. You said, "I never let my expenses exceed my income "
2. She said to me, " We have been befooled by these menfolk "
3. She said, "I keep at arm's length all those who try to flatter me,"
4. The speaker said, " We ought to defend the honour of the country even if we have to lay down our lives for it."
5. Your servant said, "I confess my fault and beg to be excused "
6. The representative of the workers said, " We have decided not to resume work till our salaries are increased."
7. I said, "When I was young, I could never get reconciled to my circumstances."
8. The gardener said, "Our roses will definitely be declared the winners."



- 9 The speaker said, "We have assembled to pay homage to our departed leader"
- 10 The chairman of the selection committee said, "We shall finalise the rest of our team after we have selected the skipper"
- (b) 1 He said to me "You did right to come"
- 2 I said to him, "You are a crazy fellow"
- 3 She said to you "You are becoming more difficult."
- 4 I said to him "You are doing a very noble deed by looking after your old parents"
- 5 I said to them "You cannot possibly go against the rules and regulations of the college"
- 6 I said to you, "You have been wasting your time in going to clubs"
- 7 The policeman on duty said to me, "If you go straight for about a mile, you will reach the post office"
- 8 The teacher said to us, "You are all intelligent boys but you have never been sincere to your work"
- 9 The queen said to her son, "You must go to a distant country and remain there till your father sends for you"
- 10 He said to you "When you come back home in the evening, you will find nobody waiting for you and then you will be sorry for your conduct"
- (c) 1 I said "He was trying for a job in the Airlines"
- 2 He said "The enemies were bombing the country"
- 3 He said "The villagers are hospitable even to their enemies"
- 4 She said "He was fascinated by the beauty of the young girl"
- 5 I said, "Sushil's father does not like people telling lies."

## 112. Change of words denoting time and position

While changing the direct speech into the indirect, the following words denoting nearness of time or position are replaced by the corresponding words denoting remoteness or distance, if the reporting verb is in the past tense

<i>Direct speech</i>	<i>Indirect speech</i>
this/these	that/those
here	there
now	then*
ago	before
last	{ the previous
	{ the before
next	{ the next
	{ the following
	{ the after
today	that day
tonight	that night
yesterday	{ the previous day
	{ the day before
tomorrow	{ the next day
	{ the following day
	{ the day after
the day before yesterday	the day before the previous day
the day after tomorrow	the day after the next day
last night	the previous night
next week	the following week

\*But then is often omitted from the indirect speech.

**Note.** When words denoting nearness in direct speech refer to the objects present at the time of reporting, or to the place or time at which the speech is reported, they remain unchanged .

1. *Direct* : He said, "This is the book I want "
- Indirect* He said that this was the book he wanted. (The book is present when the speech is reported )
2. *Direct* : I said, "I shall construct a house here "
- Indirect* . I said that I should construct a house here (The reporting is done on the spot )

**Exercise 122.** Put these sentences into indirect speech

- 1 I said to my sister "Yesterday I brought a doll for you "
- 2 Your father said to me, I gave Achal your message the day before yesterday "
- 3 The producer said to the actor, ' I don't want you in this picture "
- 4 He said to her, "I cannot marry you now but I shall surely do so the next year "
- 5 He said to you, "I shall discuss this matter next week "
- 6 He said, "We practised at the nets for two hours yesterday morning and we shall practise for another two hours tomorrow "
- 7 He said, "We opened a branch of our firm here two years ago but we haven't been able to make any headway "

### 113 Conversion of Assertive sentences (Statements)

#### (a) From Direct into Indirect Speech

**Rules :** 1. The reporting verb *said* should be changed into *told* if it is followed by an object ; if there is no object, it should be left unchanged

2. *Reply, answer, inform, state, etc* , may also be used instead of *said* or *told* to give clarity of meaning

3 *That* is used as a conjunction. Its use is optional, but usually it is not omitted.

4. Tenses, pronouns and words denoting nearness should be changed according to the rules already stated.

1. *Direct* : The old woman said, "My son, I live for you But it doesn't mean that you can treat me as you like."
- Indirect* . The old woman told her son that she lived for him but it did not mean that he could treat her as he liked.
- 2 *Direct* : A student came to me and said, "Sir, I shall be obliged to you if you will grant me three days' leave. I have to go to my village to see my father."
- Indirect* : A student came to me and respectfully said that he would be obliged to me if I would grant him three days' leave as he had to go to his village to see his father.
3. *Direct* : "Govind," said the Princess sternly, "I command you to tell me what the old man said."
- Indirect* . The Princess sternly commanded Govind to tell her what the old man had said.
- 4 *Direct* : When Munish approached his father, he said, "My son, I shall forgive you if you confess all your sins."

**Indirect** When Munish approached his father, he (the father) told him (Munish) that he (the father) would forgive him (Munish) if he (Munish) confessed all his sins.

**Notes** 1 All nouns and pronouns in the vocative case have either to be paraphrased or changed into personal objects. In examples 1 and 3, *my son* and *Gorind* have been changed into personal objects while in example 2, *sir* has been paraphrased into *respectfully*.

2 When the reported speech consists of two or more sentences, they have to be separately introduced or properly linked in the indirect speech. In examples 1 and 2, separate sentences have been linked by *but* and *as* respectively.

**Exercise 123** Put these sentences into indirect speech

- 1 The clerk said "I am sorry I cannot return the pass book immediately. It will be sent to you by post."
- 2 I called my idle brother and said "You must decide what you want to do. I cannot allow you to waste my hard earned money."
- 3 I shall go to the king and say, "Your majesty, I have tried my best and can do no more."
- 4 The teacher said to the student, "You must do this homework all over again tomorrow though I must confess it is for the first time that you have done it wrongly."
- 5 His father said to him "If your guest dies, the police will come and catch you and you will be hanged."
- 6 The dying mother said to her daughter, "Lakshmi, here is a doll for you. It is a magic doll. It will take my place when I am gone."
- 7 He is always saying, "I am hard up. I live from hand to mouth. I wish my friends could help me."
- 8 "Son," his father said in a dream, "you can continue your profession as a doctor. You will make a good living."
- 9 You said to me, "I did not sleep last night and I cannot work now, but if you come tomorrow, I shall see what I can do for you."
- 10 He said, "I regret having supplied to you an inferior quality of cement. I am prepared to compensate you for that."
- 11 I said, "If you are sincerely interested in promoting your sales, you should arrange for some effective publicity."
- 12 The manager said to me, "We regret to note that you did not think it fit to submit your comments on the matter till now."

### (b) From Indirect to Direct Speech

**Rules** 1 While changing from indirect to direct speech, use *say/said* as the reporting verb instead of *said/told/stated*.

2 If the reporting verb is in the past tense, make the requisite change of tense in the direct speech.

3 Make the necessary changes of person.

4 Replace words denoting remoteness by the corresponding words denoting nearness.

5 Put the direct speech within inverted commas.

1. **Indirect** She says she likes going to the seaside.  
**Direct** She says, "I like going to the seaside."
2. **Indirect** My mother told me that we could go for a picnic if it was fine.  
**Direct** My mother said to me, "You can go for a picnic if it is fine."
3. **Indirect** You told me that you had been reading a very interesting book the previous day.

- Direct* You said to me, "I was reading a very interesting book yesterday."
- 4 *Indirect* He told you that he had not known before that you had brought those things for him the previous day.
- Direct* He said to you, "I did not know before that you brought these things for me yesterday."

**Exercise 124.** Put these sentences into direct speech

- 1 She says that she would like to be a doctor when she grows up
- 2 The mother said that she could not leave the child alone
- 3 Your sister will say that she has got to buy you a pen
- 4 He tells me that he will have a great pleasure in coming to my place
- 5 I admitted that I had acted foolishly in what I did
- 6 He told you that he could not get time to buy the medicines prescribed for you
- 7 I called my friends and told them that I wanted all of them to attend my birthday
- 8 He said that his mother was not at home at the moment but she would return in a few days

**114 Conversion of Interrogative Sentences**

**(a) From Direct to Indirect speech**

In converting an interrogative sentence into indirect speech, the following rules should be observed

**Rules 1** Change the reporting verb into *ask, enquire, demand, wonder, want to know*, etc. Note that *enquire* and *demand* are followed by the preposition *of*

2. Change the interrogative form into the assertive form and remove the sign of interrogation

3. No conjunction is used when the sentence begins with question words like *who, whose, whom, what, which, when, why, where, how*, etc.

4. Tenses, pronouns and words denoting nearness are changed according to the rules already stated

- 1 *Direct* She said to me, "What can I do for you, dear?"  
*Indirect* She asked me affectionately what she could do for me.
- 2 *Direct* The old man said to his son, "What harm have I done to you?"  
*Indirect* The old man asked his son what harm he had done to him

5. If the question is not introduced by any question word, but is one of the types that can take *yes* or *no* for answer, we use the conjunction *if* or *whether*

1. *Direct* The girl said, "May I wear this saree, mother?"  
*Indirect* The girl asked her mother whether she might wear that saree
2. *Direct* The teacher said to the boys, "Can you not sit still and do your work?"  
*Indirect* The teacher asked the boys if they could not sit still and do their work

**Note.** *Whether* is a better conjunction since it includes the two meanings *if* and *if not* though, being short, *if* is more frequently used.

6 Questions beginning with *shall I* Questions beginning with *shall I* are of two types

**Pure future**

- 1 *Direct* She said to me, "Shall I return these notes by Monday?"  
(Here, *shall I* will be changed into *she would*)
- Indirect* She asked me if she would return those notes by Monday.
- 2 *Direct* She said, "Shall I have a happy married life?"
- Indirect* She wondered if she would have a happy married life.

**Polite request**

1. *Direct* He said to me, "Shall I post these letters for you?"  
(Here, *shall I* will be changed into *he should*)
- Indirect* He asked me if he should post those letters for me.
2. *Direct* The clerk said to him, 'Shall I ask these people to wait for you?'
- Indirect* The clerk asked him if he (clerk) should ask those people to wait for him

7 *Yes or no answers to questions* While changing from direct to indirect, *yes* and *no* are paraphrased

1. *Direct* She said to Madame Forestier, "Can you lend me this necklace?"  
Madame Forestier said, "Yes"
- Indirect* She asked Madame Forestier whether she (Madame Forestier) could lend her that necklace Madame Forestier replied that she could
2. *Direct* I said to Deepak, "Are you willing?" Deepak said, "No".
- Indirect* I asked Deepak if he was willing Deepak said that he wasn't.

**Exercise 125 Put these sentences into indirect speech :**

- (a) 1 She said to the auctioneer, "How much do you want for that dressing table?"
- 2 I said to my friend, 'How can one be merry when one's neck is in danger?'
- 3 The thief said to a passer-by, 'What have you got in your bag?'
- 4 I said to you, "Why have you come back so soon?"
- 5 He said to me, 'How did you get all that money?'
- 6 The peasant said to his neighbour, "What have I done to deserve so hard a fate?"
- 7 He said curtly, 'What did you throw that stone at me for?'
- 8 They said to her, 'Why have you come to our house?'
- 9 She said, 'Who can help laughing to see an old fool offering to exchange fine new lamps for old ones?'
10. 'How much shall I have to pay for this fur coat?' said she
- (b) 1 He said to me, 'Are you not afraid?'
- I said, "No."
- 2 He said to me, 'Shall I leave it in the car or bring it along?'
- 3 She said to her, "Can you wash this suit clean?'
- 'No, it is too dirty,' she said
- 4 My younger sister said to me, "Shall I help you pack your luggage?'
- 5 She said to us 'Did you see or hear anything in the dead of night?'
- 6 I said to my friend, 'Shall I hurry on and get the tickets if you are getting late?'
- He said, "Yes"
- 7 He said to me, "Has anybody been unkind to you?'

8. She said to her friend, 'Will you help me to hold the box?'"  
Her friend said, "Yes, with pleasure."
9. The office incharge said to the secretary, 'Shall we dismiss some of the employees who tried to interrupt the smooth functioning of the office?'
10. I said, 'Are you on the look-out for a reliable firm to act as agents for your products in this region?'

## (b) From Indirect to Direct speech

1. *Indirect* I wondered how many discoveries went unheeded.  
*Direct* I said, 'How many discoveries go unheeded?'
2. *Indirect* I asked him where he had lost the pen I had brought for him the previous day  
*Direct* I said to him, "Where have you lost the pen I brought for you yesterday?"
3. *Indirect* I wanted to know if he positively needed the suit next week  
*Direct* I said, "Do you positively need the suit next week?"
4. *Indirect* He wondered if he would ever reach his destination  
*Direct* : He said, 'Shall I ever reach my destination?'
5. *Indirect* He asked you if he should give you some refreshing drink  
*Direct* He said to you, "Shall I give you some refreshing drink?"
6. *Indirect* She asked me whether there was any possibility of her getting promotion that year. I replied that there was.  
*Direct* . She said to me, "Is there any possibility of my getting promotion this year?"  
I said, "Yes."

*Exercise 126. Put these sentences into direct speech :*

- Her parents wanted to know if the match proposed by them would be acceptable to her.  
She said that it would be.
- My friend asked me if he would give me company.
- I demanded of my servant why he had opened the drawers of my table without my permission.
- I asked him if it had never occurred to him that even the meanest profession could be made to appear dignified.
- I enquired of my niece if her father-in-law had spent a peaceful night in the hospital.
- The new employee approached his boss and asked him if he (the boss) was satisfied with his work. The boss replied that he was and promised to give him an early rise.
- My friend asked me why I had not made any verifications about the conduct of my new secretary before I gave her the job.

## 115. Conversion of Imperative sentences

## (a) From Direct to Indirect speech

While changing the imperative sentences into indirect speech, the following rules should be observed :

**Rules :** 1. The reporting verb is changed into a verb signifying a command, request, advice

**Command** can be expressed by the words *command, order, tell, charge, etc.*

**Request** can be expressed by the words *request, beg, ask, implore, entreat, desire, beseech, solicit, etc.*

*Advice* can be denoted by the words *advise, urge, exhort*, etc

Besides these words, *forbid, persuade, incite*, etc may also be used according to the context

2 The verb of the reported speech is changed into an infinitive

3 If the reported speech is negative, the word *not* is placed before the to infinitive.

4 Tenses pronouns and words denoting nearness are changed according to the rules already stated

- |    |                 |   |
|----|-----------------|---|
| 1  | <i>Direct</i>   | He said to me, "Help him in settling the accounts"                          |
|    | <i>Indirect</i> | He requested me to help him in settling the accounts                        |
| 2  | <i>Direct</i>   | My friend said to me, "Please accept this invitation."                      |
|    | <i>Indirect</i> | My friend entreated me to accept that invitation                            |
| 3  | <i>Direct</i>   | The doctor said to the patient, "Give up smoking."                          |
|    | <i>Indirect</i> | The doctor advised the patient to give up smoking                           |
| 4  | <i>Direct</i>   | The commander said to his men, "March further"                              |
|    | <i>Indirect</i> | The commander urged his men to march further.                               |
| 5  | <i>Direct</i>   | The youngman said to his father, "Pardon me, sir"                           |
|    | <i>Indirect</i> | The youngman begged his father to pardon him.                               |
| 6  | <i>Direct</i>   | He said to me, "Wait here till I come back"                                 |
|    | <i>Indirect</i> | He ordered me to wait there till he came back.                              |
| 7  | <i>Direct</i>   | The father said, "Sons, do not quarrel over trifles"                        |
|    | <i>Indirect</i> | The father forbade his sons to quarrel over trifles.                        |
| 8  | <i>Direct</i>   | I said to him, "Don't worry about me"                                       |
|    | <i>Indirect</i> | I told him not to worry about me  |
| 9  | <i>Direct</i>   | The magician said to the boy, "Make haste and give me the lamp"             |
|    | <i>Indirect</i> | The magician commanded the boy to make haste and to give him the lamp       |
| 10 | <i>Direct</i>   | The mother said, "Run away children, do not disturb me"                     |
|    | <i>Indirect</i> | The mother ordered the children to run away and forbade them to disturb her |

### Conversion of Imperative Sentences with Let

(i) *Let* is often used to make proposals In such cases *he said, 'Let us do it'* is changed to *he suggested/proposed doing it* or *he suggested/proposed that they should do it*

*He said, "Let us not do it"*, should be changed to *he was against doing it*, or *he was opposed to the idea/she opposed the idea that they should do it*

*He said, "Let them do it"*, should be changed to *he suggested that they should do it* or *he suggested their doing it* Occasionally, if the reported speech expresses a command, it is changed to *he said that they were to do it*.

- |   |                 |   |
|---|-----------------|---|
| 1 | <i>Direct</i>   | I said to my brother, "Let us go to some hill station for a change"           |
|   | <i>Indirect</i> | I suggested to my brother that we should go to some hill station for a change |

2. **Direct** "Let us invite some friends to our son's birthday," said the mother.  
 "Let us not", said the father.  
**Indirect** The mother proposed that they should invite some friends to their son's birthday.  
 The father was opposed to this idea.
3. **Direct** The teacher said, "Let no child speak to Sushma for the whole afternoon."  
**Indirect** The teacher said that no child was to speak to Sushma for the whole afternoon.

(ii) *Let* is often used as an ordinary verb meaning *allow*

1. **Direct** The beggar said, "Madam, let me stay here a while and refresh myself."  
**Indirect** The beggar requested her respectfully to let him stay there a while and refresh himself.
2. **Direct** He said to his friend, "Let me go home now."  
**Indirect** He requested his friend to let him go home.  
 Or  
 He told his friend that he would like to go home.  
 Or  
 He suggested to his friend that he might be allowed to go home.

(iii) *Let* is also used to express a condition

1. **Direct** She said, "Let it rain ever so hard, I must go to school."  
 ✓ (Such a sentence undergoes a slight change of form while being reported indirectly.)  
**Indirect** : She said that however hard it might rain, she must go to school.
2. **Direct** Sanjiv said, "Let him try ever so hard, he will not succeed."  
**Indirect** Sanjiv said that however hard he might try, he would not succeed.

Exercise 127 Put these sentences into indirect speech

- (a) 1. He said to the arrogant servant, "Do not provoke me unnecessarily."  
 2. The student said to the teacher, "Please lend me your pen for a while."  
 3. I said to the boys, "Please listen to what I am saying."  
 4. He said to me, "Don't be hasty or you might commit some serious mistake."  
 5. I said to the servant angrily, "Get out of this room and do not show me your face again."  
 6. The old man said, "O God, help me in my hour of sorrow."  
 7. The beggar said to a passer by, "Do not scorn me. Have pity on me and give me a few paise."  
 8. I said to the peon, "Take these papers to the Principal and request him on my behalf to go through them immediately."  
 9. He said to the beggar-woman, "Go to some other place to ask for bread. Don't expect anything from the people here."  
 10. The miser called his son and said to him, "Take no man into your service who desires to be paid every month."  
 11. "Have patience and do me the favour of hearing my story", said I to my uncle.  
 12. I said to the servant, "Keep these boxes away from fire, for they contain some highly inflammable matter."
- (b) 1. He said, "Let the boy go alone if he wants to, for he is quite grown up now."



Advice can be denoted by the words *advise*, *urge*, *exhort*, etc

Besides these words, *forbid*, *persuade*, *incite*, etc. may also be used according to the context.

2 The verb of the reported speech is changed into an infinitive.

3 If the reported speech is negative, the word *not* is placed before the to infinitive.

4 Tenses, pronouns and words denoting nearness are changed according to the rules already stated

1. *Direct* He said to me, "Help him in settling the accounts."

*Indirect* He requested me to help him in settling the accounts.

2. *Direct* My friend said to me, "Please accept this invitation."

*Indirect* . My friend entreated me to accept that invitation.

3. *Direct* The doctor said to the patient, "Give up smoking."

*Indirect* The doctor advised the patient to give up smoking.

4. *Direct* The commander said to his men, "March further."

*Indirect* The commander urged his men to march further.

5. *Direct* The youngman said to his father, "Pardon me, sir."

*Indirect* The youngman begged his father to pardon him

6. *Direct* He said to me, "Wait here till I come back "

*Indirect* . He ordered me to wait there till he came back.

7. *Direct* The father said, "Sons, do not quarrel over trifles "

*Indirect* . The father forbade his sons to quarrel over trifles

8. *Direct* I said to him, ' Don't worry about me "

*Indirect* I told him not to worry about me.

9. *Direct* The magician said to the boy, "Make haste and give me the lamp "

*Indirect* The magician commanded the boy to make haste and to give him the lamp

10. *Direct* . The mother said, "Run away children, do not disturb me."

*Indirect* . The mother ordered the children to run away and forbade them to disturb her.

### Conversion of Imperative Sentences with Let

(i) *Let* is often used to make proposals In such cases, he said, "*Let us do it*" is changed to *he suggested/proposed doing it* or *he suggested/proposed that they should do it*.

He said, "*Let us not do it*", should be changed to *he was against doing it*, or *he was opposed to the idea/he opposed the idea that they should do it*

He said, "*Let them do it*", should be changed to *he suggested that they should do it* or *he suggested their doing it* Occasionally, if the reported speech expresses a command, it is changed to *he said that they were to do it*.

1. *Direct* : I said to my brother, "Let us go to some hill station for a change.

*Indirect* : I suggested to my brother that we should go to some hill station for a change.

## DIRECT AND INDIRECT SPEECH

- 2 Direct "Let us invite some friends to our son's birthday," said the mother  
 "Let us not", said the father  
 Indirect The mother proposed that they should invite some friends to their son's birthday  
 The father was opposed to this idea
- 3 Direct The teacher said, "Let no child speak to Sushma for the whole afternoon"  
 Indirect The teacher said that no child was to speak to Sushma for the whole afternoon

(ii) Let is often used as an ordinary verb meaning allow

1. Direct The beggar said, "Madam let me stay here a while and refresh myself"  
 Indirect The beggar requested her respectfully to let him stay there a while and refresh himself
2. Direct He said to his friend, "Let me go home now"  
 Indirect He requested his friend to let him go home  
 Or  
 He told his friend that he would like to go home  
 Or  
 He suggested to his friend that he might be allowed to go home

(iii) Let is also used to express a condition

1. Direct She said, "Let it rain ever so hard, I must go to school"  
 Indirect (Such a sentence undergoes a slight change of form while being reported indirectly)  
 She said that however hard it might rain, she must go to school
- 2 Direct Sanjiv said, "Let him try ever so hard, he will not succeed"  
 Indirect Sanjiv said that however hard he might try, he would not succeed

Exercise 127 Put these sentences into indirect speech

- (a) 1 He said to the arrogant servant, "Do not provoke me unnecessarily"  
 2 The student said to the teacher "Please lend me your pen for a while."  
 3 I said to the boys "I leave listen to what I am saying"  
 4 He said to me "Don't be hasty or you might commit some serious mistake"  
 5 I said to the servant angrily "Get out of this room and do not show me your face again"  
 6 The old man said, "O God, help me in my hour of sorrow"  
 7 The beggar said to a passer by, "Do not scorn me. Have pity on me and give me a few paise"  
 8 I said to the peon "Take these papers to the Principal and request him on my behalf to go through them immediately"  
 9 He said to the beggar-woman "Go to some other place to ask for bread. Don't expect anything from the people here"  
 10 The miser called his son and said to him, "Take no man into your service who desires to be paid every month."  
 11 Have patience and do me the favour of hearing my story', said I to my uncle  
 12 I said to the servant, "Keep these boxes away from fire, for they contain some highly inflammable matter"
- (b) 1 He said, "Let the boy go alone if he wants to, for he is quite grown up now"

2. I said, 'Let us not jump to conclusion. Let us wait till we get confirmation of this rumour.'
3. The librarian said 'Let no student be issued a book unless she produces her identity card.'
4. The teacher said to me 'Let me explain to you how to tackle these problems.'
5. Mohini said, 'Let her try her best, she would not be able to deceive her parents.'
6. The fasting leader said "Let the situation take any turn, I am not going to give in."
7. The repentant boy said to his father, 'Let me try once more, I may yet show a better result.'
8. The speaker said, 'Let the countrymen forget their differences and get united to fight the common foe.'

#### (b) From Indirect to Direct speech

1. *Indirect* The stenotypist requested her boss to speak a bit slowly so that she could take the dictation accurately.  
*Direct* The stenotypist said to her boss, "Please, speak a bit slowly so that I can take the dictation accurately."
2. *Indirect* The instructor advised me not to move till the policeman waved me on or till there was a green signal.  
*Direct* The instructor said to me, "Do not move till the policeman waves you on or till there is a green signal."
3. *Indirect* The giant forbade the children to come to his garden to play there.  
*Direct* The giant said to the children, "Do not come to my garden to play here."
4. *Indirect* I told her that the child might be allowed to do whatever he liked.  
*Direct* I said to her, 'Let the child do whatever he likes.'
5. *Indirect* The mother suggested that since Kamlesh had made that mess, she should clear it up.  
*Direct* The mother said, 'Since Kamlesh has made this mess, let her clear it up.'

#### Exercise 118 Put the following sentences into direct speech

1. The traveller ordered the porter to put his luggage in a first class compartment.
2. His elder brother forbade him to speak ill of others at their back.
3. My father advised me to make good use of the opportunity that had come my way. He added that it was a rare opportunity.
4. Sandeep said that he could not open the box and suggested that Avinash should have a try.
5. The health officer instructed the chemist that those medicines were not to be sold without a physician's prescription.
6. The police officer suggested that they should leave the wrecked car there for a while, for it would remind the other drivers to be more careful.
7. I said that however impracticable the plan might appear I was going to try it.

#### 116 Conversion of Exclamatory and Optative sentences

##### (a) From Direct to Indirect speech

While converting exclamatory and optative sentences from direct to indirect speech, the following general rules have to be observed

**Rules 1** In the case of exclamatory sentences, the reporting verb is changed to *exclaim with sorrow/joy/fear/anger*, etc., *applaud*, *regret*, *curse*, *cry out*, or any other such verb that properly conveys the tone of exclamation.

2. In the case of optative sentences, the reporting verb is changed to *wish/pray/long for/yearn/earnestly desire, etc*
  3. The conjunction *that* is used to introduce the reported speech
  4. The exclamatory or optative sentence is changed into an assertive one before it is put into indirect speech
  5. Interjections and exclamations are omitted and their sense conveyed by means of adverbs or adverbial phrases
  6. Tenses, pronouns and words denoting nearness are changed according to the rules already stated
1. *Direct* "Hurrah ! I have topped again", he said "Congratulations", said I  
*Indirect* He exclaimed with joy that he had topped again congratulated him
  2. *Direct* She said, "How ugly do I look in this dress !"  
*Indirect* She exclaimed that she looked very ugly in that dress.
  3. *Direct* He said to me, "What a pity ! You did not come"  
*Indirect* He exclaimed that it was a great pity I had not come.
  4. *Direct* "Fie ! A soldier and afraid of fighting", said the general  
*Indirect* The general exclaimed that it was shameful for a soldier to be afraid of fighting
  5. *Direct* He said, "Alas ! How foolishly have I acted !"  
*Indirect* He exclaimed with regret that he had acted very foolishly.
  6. *Direct* He said, "Just my luck ! I never thought I would fail this time too"  
*Indirect* He exclaimed that he was as usual unlucky and added that he had never thought he would fail that time too
  7. *Direct* The captain said to the goalkeeper, "Bravo ! Well done."  
*Indirect* The captain applauded the goalkeeper
  8. *Direct* She said to her friend, "Good morning How do you do ?"  
*Indirect* : She wished her friend good morning and asked her how she was
  9. *Direct* She said, "Would that I could re live my past !"  
*Indirect* She wished that she could re live her past.
  10. *Direct* The old beggar said to me, "May God bless you, my son !"  
*Indirect* : The old beggar called me his son and prayed that God might bless me

Exercise 129. Put the following sentences into indirect speech :

1. The young frog said, "What a feast that was !"
2. She said, "Alas ! I am the innocent cause of our sorrows."
3. He said "Oh how I should have liked to visit Kashmir this year !"
4. I said, "What a nuisance ! Now I ll have to do it all over again"
5. The old lady said, "Alas, that youth should pass away so soon !"
6. She said, "What a pity it is ! I have always helped them and they have always harmed me."
7. He said, "Cursed be the day when I was born !"

- 8 All the people assembled there said, ' May God grant peace to the departed soul !
- 9 The old lady who was on the verge of death said ' If I could only see my son once !
- 10 ' Foolish ' said the officer to his clerk, ' why did you allow him to enter my room ?
- 11 The old man said, Farewell my friends ' May you live in peace and prosperity !
- 12 The citizens said to him ' A thousand welcomes ' How have we looked forward to your home-coming
- 13 Hush The baby is asleep she said to the girl
- 14 The spectators said Well played Shyam ! A splendid kick ! You deserve to win this match

(b) From Indirect to Direct speech

- |   |                 |  |
|---|-----------------|--|
| 1 | <i>Indirect</i> | She exclaimed sorrowfully that her husband was dead  |
|   | <i>Direct</i>   | She said, ' Alas, my husband is dead ' "   |
| 2 | <i>Indirect</i> | The spectators applauded the young athlete saying that he had broken all previous records  |
|   | <i>Direct</i>   | The spectators said to the young athlete, " Bravo ! You have broken all previous records " |
| 3 | <i>Indirect</i> | He cursed the map for leading him wrong again  |
|   | <i>Direct</i>   | He said, ' Cursed be the map ' It has led me wrong again "                                 |
| 4 | <i>Indirect</i> | I prayed that his mother might soon recover  |
|   | <i>Direct</i>   | I said " May your mother soon recover ! "  |
| 5 | <i>Indirect</i> | I wished my friend good evening and proposed that we should play a game of chess           |
|   | <i>Direct</i>   | I said to my friend, ' Good evening Let us play a game of chess "                          |

Exercise 130. Put the following sentences into direct speech

- 1 The children exclaimed with joy that their father had come
- 2 He confessed with regret that he had been cruel to his brother
- 3 We wished the girl many happy returns of the day She thanked us
- 4 The teacher enquired of the boys angrily why they had insulted the pious man
- 5 He said that he earnestly longed for a moment's respite
- 6 I bade my friends good night I said that as it was getting late, I would like to be allowed to go home
- 7 The teacher wished the girls good morning and asked them if they would like to play a friendly hockey match with their seniors.

117 Reported speech consisting of different types of sentences

(a) From Direct to Indirect speech If the reported speech consists of different types of sentences, each one of them should be introduced by a different reporting verb and dealt with separately according to the rules laid down for each type

- |   |                 |   |
|---|-----------------|---|
| 1 | <i>Direct</i>   | My sister said to me, " You look hungry Shall I go and bring you some fruit ? "               |
|   | <i>Indirect</i> | My sister told me that I looked hungry She asked me if she should go and bring me some fruit. |
| 2 | <i>Direct</i>   | She said, ' You scoundrel ! How dare you tease me ? I shall take you to the police station "  |

## DIRECT AND INDIRECT SPEECH

- Indirect* . She called him a scoundrel and asked him how he dared to tease her . Then she threatened to take him to the police station
- 3 *Direct* "Welcome", he said, 'be seated It is my misfortune that I cannot rise to receive you Now will you tell me what brings you here at this late hour?'
- Indirect* He welcomed me and requested me to be seated He said that it was his misfortune that he could not rise to receive me Then he asked me to tell him what brought me there at that late hour

Exercise 131 Put the following into indirect speech

- 1 The peon said, 'It is already past nine May I go home sir?'
- 2 The poor man said, 'You have saved me from great public insult May God bless you'
- 3 The young man said to her 'I love you Will you marry me?'
- 4 'How can I marry you?' She said 'there appear to be a number of girls whom you love.'
- 5 'Take good care of your ornaments she said to her daughter If the servant gets a chance he might steal them'
- 6 I said to my friend 'I lease take your seat Why are you looking so sad? Is there aught I can do for you?'
- 7 'Don't be in too great a hurry my friends he said you shall know all about it in good time'
- 8 The children called to the nurse and said 'Please come quickly Our brother has been bitten by a snake'
- 9 He said 'Why have you come here and disturbed me? What a nuisance you are! Why can't you play somewhere else?'
- 10 My friend said 'It is very pleasant Wouldn't it be fine to go for boating? Let us go to the river side and see if we can hire a boat'

## (b) From Indirect to Direct speech

- 1 *Indirect* The servant told me that the refrigerator had arrived and asked me where it was to be put
- Direct* The servant said to me 'The refrigerator has arrived Where is it to be put?'
- 2 *Indirect* I asked the servant how he dared to disobey my orders and whether he did not deserve to be punished
- Direct* I said to the servant 'How dare you disobey my orders? Don't you deserve to be punished?'
- 3 *Indirect* The king said that the two brothers spoke like brave men He agreed to allow them to undertake the adventure He prayed that good fortune might be with them
- Direct* The king said to the two brothers 'You speak like brave men You may undertake the adventure May good fortune be with you!'

Exercise 132 Put the following into direct speech

- 1 The master of the house asked him who he was and what he wanted
- 2 She said that she was surprised to see that the clock had stopped working and asked if anyone had been fiddling with it
- 3 He wanted to know if Asha was going to the market and suggested that they should go together
- 4 She asked her maid whether she could not even wash the clothes properly Then she angrily remarked that she (the maid servant) was worth nothing

- 5 I told the artist to show a few designs. I said that his outlines were sharp and expressive but his colours lacked harmony  
 6 She wished the boys good morning and told them that there was some news for them that day. Then she asked them to guess what it was.  
 7 The general exhorted his men to march forward and face the foe bravely. He admitted that they (the foe) were more in number than they but said that it hardly mattered.

### 118 Conversion of Dialogues into Indirect speech

While converting dialogues into indirect speech, the following general rules are observed

- 1 All incomplete sentences are completed before being reported indirectly
- 2 Different reporting verbs are used to introduce each speech and sometimes different parts of the same speech
- 3 All other changes in tense, pronouns and the words denoting nearness of time and position are made as usual

#### 1 Direct

- Teacher: Surinder, how is it you are always late to the college?  
 Surinder: Sir, I am very sorry. My house is at the other end of the town.  
 Teacher: How far is it from the college?  
 Surinder: More than a mile, sir.  
 Teacher: When do you set out for the college?  
 Surinder: At half past nine.  
 Teacher: Can't you set out a little earlier?  
 Surinder: Thank you for your advice, sir. I shall try to do so.

#### Indirect

The teacher asked Surinder how it was that he was always late to the college.

Surinder regretted being late and respectfully told the teacher that his house was at the other end of the town.

The teacher asked him how far it was from the college.

Surinder replied that it was more than a mile.

The teacher then asked him when he set out for the college.

Surinder replied that he set out at half past nine.

The teacher wanted to know if he could not set out a little earlier.

Surinder thanked him (the teacher) for his advice and promised to do so.

#### 2 Direct

- Mother: What have you got there, Ben?  
 Ben: A whistle, mother.  
 Mother: How much did you pay for it?  
 Ben: All the money I had.  
 Mother: What! Did you give all your money for this little thing?  
 Ben: Yes, and I think I have made a good bargain.

#### Indirect

The mother asked Ben what he had got.

Ben replied that he had got a whistle.

The mother asked him how much he had paid for that.

Ben replied that he had paid for that all the money he had.

The mother was surprised at this. She asked him again if he had given all his money for that little thing.

Ben agreed but he said he thought he had made a good bargain.

### MISCELLANEOUS EXERCISES

Exercise 133 Put the following into indirect speech

1. "Tell me if there is anything else you wish for and I will give it to you, my good friends. Do you wish to be made nobles or to govern towns?" said the old man to the villagers.
2. The fish said to the fisherman, "Please, Sir, I beg you to put me back into the river. I am very small now. In a few months or a year I shall grow much larger. I shall then make a good dinner for you."
3. The fisherman said, "No! I have caught you, and I shall carry you home. If I let you go now, you will, no doubt, grow bigger, but perhaps I shall not catch you again."
4. "What is that strange outcry?" said Socrates. "I sent the women away mainly in order that they might not offend in this way, for I have heard that a man should die in peace. Be quiet, then, and have patience."
5. "What are you doing, good old woman?" said the princess. "Like spinning, my pretty child?" "Ah, how charming! Let me try if I can spin also."
6. "You say," said the judge, "that the bag you lost contained one hundred and ten pounds?" "Yes, Your honour," replied the miser. "Then as this contains one hundred pounds it cannot be yours."
7. The traveller said, "Can you tell me the way to the nearest inn?" "Yes," said the peasant, "do you want one in which you can spend the night?" "No," replied the traveller. "I only want a meal."
8. "Father," asked the little girl, "were you always good when you were a boy?" "I was generally good," replied the father, "at least, when I was asleep."
9. "What presents shall I bring you when I come here?" said the king to the three sisters. The eldest one said, "Please bring me a fine silk gown." "I want a pretty necklace," said the second. "And what should Beauty like?" said the kind father. "I should like a red rose?" said Beauty.
10. "Forward, my men", the General said "and face the foe bravely. It is true that they are more in numbers than we are, but what of that? If we retreat now, our women will scorn us and we shall be branded forever with the name of cowards."
11. Marjory : Where is the meeting to be held?  
Arthur : It is being held here.  
Marjory : Here, Arthur?  
Arthur : I think that is what I said, Marjory.  
Marjory : But why?  
Arthur : Because it is much too cold tonight for me to go out.
12. "I can extend no other mercy to you," said the Raja, "except permitting you to choose what kind of death you wish to die. Decide immediately, for the sentence must be carried out."  
"I admire your kindness, noble Prince," said the jester, "I choose to die of old age."
13. The Chairman of the Bank declared in his report : "We realize that we have certain commitments to the society we have grown up in. We are working to fulfil them in whatever measure we can. We have set up the Gramin Jana Seva Trust to look after a wide array of services to the community."
24. "I wish I were a king's son!" cried a poor boy as he sat on some straw. "Why do you wish that, my boy?" asked his teacher. "Why, sir, I was standing by the palace gate this morning to see all the grand folk going to court splendidly dressed, in fine carriages. I thought how happy they must be to be allowed to see the queen and enter the beautiful palace."
15. Savitri said, "O Yama, powerful lord! thou hast promised my husband and myself a hundred sons. How can this be if Satyavan be not restored to life?"



I do not wish for heaven itself without my husband Give me, O Yama, my husband back and let Satyavan live once more "

16. Kamal Must he needs die ?  
 Judge Maiden, no remedy  
 Kamal Yes, I do think that you might pardon him, and neither heaven nor man grieve at the mercy  
 Judge I will not do it  
 Kamal But can you if you would ?  
 Judge Look what I will not, that I cannot do

(Indian Institute of Bankers' Exam. May 1974)

- 17 'Why should I be merciful?' said the Jew 'I do not love Antonio'  
 "Do all men kill the things they do not love?" asked Bassanio angrily  
 'Don't all men want to kill the things they hate?' answered Shylock bitterly  
 'I will give you twice as much as Antonio owes you, if you will let him go free' Bassanio said  
 "If you offered me six thousand times more than the amount he owes me, I should still ask for my pound of flesh", the Jew replied  
 'How can you hope for mercy if you show none?' asked the Duke, but Shylock answered violently "I do not want mercy I want justice. Give me my pound of flesh"  
 18 Tom's Father My son is so stupid I really don't know how he's ever going to earn a living  
 Jack's Father Well, he can't be any worse than my boy Jack has failed every examination he's ever sat for, he's always bottom of his class and I simply can't imagine what I'm going to do with him when he leaves school  
 Tom's Father Don't worry! Jack's quite intelligent compared to Tom  
 Jack's Father What nonsense! You're crazy if you believe that I tell you the boy is a half wit.  
 Tom's Father All right, keep your hair on! Anyway, we can settle the question  
 Jack's Father Do you mean you can prove that Tom is stupider than Jack?  
 Tom's Father Yes, certainly I can. Call the boy in and I'll show you.

(Indian Institute of Company Secretaries Inter Exam, Oct., 1974)

- 19 "He is just what a young man ought to be" said Jane, "sensible, good-humoured, lively. And I never saw such happy manners, so much ease with such perfect good breeding!"  
 "He is also handsome" replied Elizabeth, "which a young man ought likewise to be if he possibly can. His character is therefore complete."  
 "I was very much flattered by his asking me to dance a second time. I did not expect such a compliment."  
 "Did you not? I did it for you. But that is one great difference between us. Compliments always take you by surprise and me never. What could be more natural than his asking you again? He could not help seeing that you were about five times as pretty as every other woman in the room. No thanks to his gallantry for that. Well he certainly is very agreeable, and I give you leave to like him. You have liked many a stupider person."

(Indian Institute of Comp Secretaries, Inter Exam, April 1974)

- 20 Below are the words spoken by a bank clerk to some journalists during a recent strike. Put the words in reported (indirect) speech, beginning. The bank clerk told the journalists that  
 "I should like you to understand the life I live! Conditions are terrible. How would you like to peer into books where the light is poor. I have to have my eyes strained every minute. Let the Minister of Finance try this job for a time. He will soon find out what it's like."

(Indian Institute of Bankers' Exam, May 1972)

Exercise 134. Put the following into direct speech.

- 1 Rattan requested his parents to forgive him that time and promised that he would never play truant again. To it his parents agreed.

2. The emperor asked if they would serve his successor, whoever he might be, as faithfully as they had served him in order that their country might continue to enjoy peace and prosperity
3. He asked me when I intended to leave Delhi. I told him that as that was the day of examination, I could not leave then but hoped to do so the next day.
4. He told me that he should never have bought that house. I asked him why he said so. He replied that he was told it was haunted. I wondered if it was haunted and exclaimed that it was nonsense. I asked him if he believed in ghosts. He replied that he did not, but his wife did.
5. The judge asked the prisoner whether he had anything to say for himself. The prisoner replied that all he had to say he had already said; but he would add again that if he were convicted, God would punish his accusers for their great injustice. He had a clear and calm conscience. The judge might then do what he liked.
6. Govind asked Hari how he had fared in the examination the week before. When Hari begged of him not to talk about it, Govind wanted to know the reason for this request. Hari said that he had done very badly and was afraid he would not pass. Govind exclaimed that this was a foolish fear as hardworking boys like Hari never failed.
7. A horse asked a man if he would help him against a wild boar that had insulted him. The man promised that he would do so gladly, but told him that he should require his services afterwards and asked him to promise that he would go home with him. The horse wisely thanked the man and told him that he had realized that revenge might cost more than it was worth. He would not, he added, accept his help for that reason.

# Punctuation and Capital Letters

119. Punctuation is the correct use of various stops and marks in writing, designed to make the meaning of a sentence or passage clear. When a sentence is not punctuated properly, its meaning may be misunderstood.

The principal marks of punctuation are :

- |                          |   |                             |     |
|--------------------------|---|-----------------------------|-----|
| 1. Full stop             | . | 7. Inverted commas or       | " " |
| 2. Comma                 | , | quotation marks             | " " |
| 3. Semicolon             | ; | 8. Apostrophe               | '   |
| 4. Colon                 | : | 9. Dash                     | —   |
| 5. Sign of Interrogation | ? | 10. Hyphen                  | -   |
| 6. Sign of Exclamation   | ! | 11. Brackets or parentheses | ( ) |

## 120. The Full Stop

- (i) The full stop indicates the longest pause and is used at the end of all sentences except interrogative or exclamatory sentences :

I am not afraid of anyone.

Don't mind my interruptions.

- (ii) It is used after initials or abbreviations .

Mr. J L. Nehru	:	Mister Jawahar Lal Nehru
M.P.	:	Member of Parliament
B A.	:	Bachelor of Arts

**Exercise 130** In the following passage, put the Full Stop where it is needed and remove it from where it is not. (Accordingly you will have to make some words begin with a capital or a small letter)

One day when I was very young I broke a window My principal Mr S P Gupta Made me stand in the class for two hours and sent me home With a report of what I had done My mother gave me sound thrashing I thought the punishment I received was unjust I decided to run away from home I took a jar of biscuits And headed for a deserted house Two blocks away When I arrived I found older boys there I waited until they had left and then went inside. Where I lay on an old bed And ate some biscuits Some time later, when I awoke the place was in pitch darkness I thought It must be past 11 p.m I took my jar of biscuits and groped my way out into the street I was very glad when I saw our big white house. I decided that home life wasn't so bad after all

## 121. The Comma—(,)

- (i) A comma is used to separate three or more words of the same parts of speech when only the last two are connected by *and* :

I have offered English, Hindi, Economics and Philosophy.

I need an intelligent, industrious and sincere assistant in my office.

He lived honestly, soberly and prudently.

(ii) When the words of the same class go in pairs, each pair is set off with a comma .

All classes of people, rich and poor, young and old, high and low, paid homage to the departed leader

(iii) A comma is used to separate phrases or clauses in series. Here a comma before the and preceding the last member of the series is desirable for the sake of clarity

I must get a new dress for Mary, a pair of gloves for John, a pair of socks for Jack, and a scarf for Roberts

He glanced out of the window, looked surprised, ran to the door, and turned the key

## 122 The Comma—(2)

(i) A comma is used to set off a noun of address

Mr Verma, please attend to me

I was pointing towards you, Anju

Do you know brother, how you lost your bag ?

(ii) A comma is used to separate the phrases in apposition

The meeting was addressed by Mr Radha Raman, the Chief Executive Councillor

A one word apposition closely related to the word it refers to is not set off

My sister Meera is coming to stay with us for a weekend.

No comma is used when the name and the descriptive title form one name

Asoka the great was a very beneficent king

(iii) An absolute construction is set off by a comma .

The sun having set, it became pleasant.

Having arrested the thieves, the policeman heaved a sigh of relief

(iv) A comma is used to separate participle phrases

The apple juice, made from the best apples from Kashmir, was very refreshing

## 123 The Comma—(3)

(i) The comma with but and for .

When but and for connect clauses, they are preceded by a comma

We started running, for we were getting late

He is intelligent, but his health is rather delicate.

**Note** He needs coaching but can't afford a tutor

In the above sentence, *can't afford a tutor* has the same subject *he* as the first clause *he needs coaching*, hence it is not separated by a comma

(ii) If but connects two single parts of speech, it does not need a comma

It is good but costly

(iii) When but and for are used as prepositions, they are not separated by a comma .

I bought a book of fairy tales for my sister

All but Ramesh turned up.

**Exercise 136** Place commas, wherever necessary, in the following sentences :

(a) 1 I do not know how why when or whence he came. 2 Her typing is neat even accurate and fast. 3 Standing or sitting eating or drinking sleeping or walking he is haunted by the memories of the past. 4 I have a friend who has lived a year in the States who has travelled in Canada who is spending this summer in France and who is coming to India towards the end of the year. 5 He believed that one should use eight hours of every day for work eight hours for play and eight hours for sleep.

(b) 6 Sir I shall willingly obey your orders. 7 Being dissatisfied he resigned his post. 8 We have rented a house in Tagore Gardens a newly developed colony. 9 Ashoka the great declared Buddhism the State religion. 10 Uma the youngest daughter in the family married an American.

(c) 11 I needed his guidance but could not get it. 12 His company is rather dull and heavy for he seldom talks. 13 Every adult must pay for himself for only children are admitted free. 14 We stayed through all the numbers on the programme but the last one. 15 We stayed through all the numbers on the programme but the last one seemed rather long and tiresome.

### 124 The Comma—(4)

If a subordinate clause comes before the principal clause, we separate it with a comma.

If you need my help, write to me.

(but, write to me if you need my help)

**Note** If the subordinate clause is a long one, this rule must be followed. If the subordinate clause is a short one, the comma may be omitted provided the omission does not cause any confusion in meaning.

1 Wherever you go, you face the same difficulties.

Wherever you go you face the same difficulties.

Both may be accepted as correct though the first one is preferable.

2 While we ate some squirrels came very close to us.

While we ate, some squirrels came very close to us.

The second sentence is definitely better.

### 125. The Comma—(5)

*Defining and non-defining clauses*

A non defining relative clause is separated from the rest of the clauses with a comma. A defining clause is not separated in this way.

I am looking for Sushil, who has taken away my book. Here the second clause tells us something about Sushil but does not define Sushil. Such a clause has to be separated with the help of a comma.

I am looking for the boy who has taken away my book. Here the second clause defines the boy. I am looking for Such a clause is not separated from the noun it defines.

He is going to New York, where he has been posted.

He is going to the city where he has been posted.

**Note.** There is a test to find out for yourself whether a particular adjective clause is defining or non defining.

A defining clause answers the question *which one ?* or *which ones ?*

I am looking for the boy—Which one ? the boy who has taken away my book. Who has taken away my book is a defining clause.

I am looking for Sushil—Which one ?

The question is absurd, for Sushil, already being a specific person, need not be defined. The clause *who has taken away my book* does not define Sushil but simply gives additional information about Sushil. This clause is then non defining and has to be separated with a comma

#### 126. The Comma—(6)

(i) Yes and No, when they introduce the answer to a question, are separated by a comma

Yes, you may give some sandwiches to the child

No, I cannot spare any money today

Note If yes and no are used as a simple subject or a direct object, they are not set off

He said no to all our requests

(ii) Expressions like *too, however, of course, then, though, nevertheless*, to tell the truth, if they come in the middle or at the end of a sentence, are usually set off

This, in brief, is what he said

I, nevertheless, will give you my full support

He is, to tell you the truth, an idiot

Note Expressions like *perhaps, also, indeed, therefore, at least*, in fact, usually, need not be set off, unless their position in the sentence needs it.

(iii) Adverbial expressions placed in an unusual position in the sentence, are enclosed in commas

He persisted, in spite of my repeated warnings in his course

He has, by virtue of his hospitality, gained enviable popularity

(iv) Any expression that interrupts the smooth flow of the sentence should be set off

This watch is inferior to, but costlier than, Mohan's

(v) Mildly exclamatory interjections are set off by commas

Oh, I forgot all about it

Well, I will make another attempt

#### 127 The Comma—(7)

*The dates and geographical names*

In an address or date, each item is set off from the rest with the help of a comma

He was born on June 6, 1946, in Ambala, Punjab

The foundation stone was laid on 7th March, 1960, at 10 o'clock in the morning

#### 128 The Comma—(8)

(i) A comma is used to indicate the omission of a word, especially a verb

He went his way, I mine (I went mine)

To err is human, to forgive, divine (to forgive is divine)

(ii) A comma is used to separate direct speech from the rest of the sentence

"Sunil", he said to me, "I did not expect it from you"

(iii) If a word is repeated for emphasis, each time it occurs, it is set off with a comma

Work, work, if you wish to succeed.

## PUNCTUATION AND CAPITAL LETTERS

- (iv) A comma is used to separate short co-ordinate clauses of a compound sentence

I came, I saw, I conquered.

- (v) A comma may sometimes be inserted for the sake of clarity

*Not clear*      He turned the corner and the horse stopped throwing us off

*Clear*            He turned the corner and the horse stopped, throwing us off

**Exercise 137** Place commas, wherever necessary in the following sentences :

- (a) 1 I am not willing to waste my money just because I have plenty of it  
 2 Just because I have plenty of money he need not take airs  
 3 Whatever is it right  
 4 After that when they hunted only bears or wolves or buffaloes would satisfy them
- (b) 5 My friend Vinod who has a flourishing business of his own is a very eligible bachelor  
 6 This is the strange insect which we were talking about  
 7 This is my garden which I am very proud of
- (c) 8 This bridge I think will be open only to light vehicles.  
 9 The result on the whole is encouraging  
 10 You like your new car don't you?  
 11 Yes it should be good fun boating in the lake  
 12 No I am sorry I can't lend you such a heavy amount.  
 13 No will be my answer to any demand he may make
- (d) 14 Address this letter to Miss Mathur 4 Indus Court Road Church Gate Bombay  
 15 He died on 5th September 1968 and was cremated at Nigambodh Ghat Delhi the next day in the afternoon
- (e) 16 He got a prize she punishment  
 17 'Persevere my boy said the teacher and you will be rewarded in the long run.'  
 18 Ever since she has co-operated willingly  
 19 In between the trees looked dry and burnt  
 20 He had a pen and an ink bottle was on the table.

**Exercise 138** Place commas wherever necessary, in the following sentences

- 1 His story was in several ways improbable  
 2 Anarchy and confusion poverty and distress desolation and ruin are the consequences of a civil war  
 3 His argument to tell you the truth was not at all convincing  
 4 Reading makes a full man, conference a ready man, and writing an exact man  
 5 Some are born great some achieve greatness and some have greatness thrust on them  
 6 We did not meet anyone on the airport but two ladies were waiting for us at home  
 7 I have no dress but this one with worn-out collar  
 8 I waited a half hour for you Neelu and then started for the skating rink alone  
 9 You will be better I hope the next time I see you  
 10 Edward told the story to his mother who was greatly surprised  
 11 Elizabeth telephoned to her mother and her sister answered the telephone.  
 12 She gave her old coat the one with the brown fur on it to a beggar shivering with cold  
 13 Besides you owe her some thanks for she has sent you a beautiful pair of cuff links  
 14 Unless father returns the cheque for our travelling expenses cannot be cashed.  
 15 After we had dinner at theirs we felt ashamed of the dinner at our own house

## 129 The Semicolon ( , )

(i) Of the three marks the comma, the semicolon and the period, the comma indicates the least degree of separation and the period the highest while the semicolon stands between the two

Two sentences expressing two complete, distinct thoughts should naturally be separated by a period. Very closely related portions of one complete thought, *expressed in very short clauses*, should be set off by commas

I think, I read, I discuss, this is how I try to understand a problem

Co ordinate clauses that are not joined by a conjunction, that are too closely related in thought to be treated as separate sentences, and that are not too short to be set off by commas are separated by semicolons

The wind had again fallen, the night was as black as the grave; not a star or a glimmer of moonlight slipped through the clouds.

**Note** Semicolons always connect (or separate) co ordinate clauses, never a principal clause and a subordinate clause

(ii) A semicolon is frequently used to separate two co ordinate clauses when the second is introduced by one of the adverbs *therefore, hence, however, moreover, indeed nevertheless, thus, still, accordingly, consequently, also, besides, yet* and *then*

I listened intently for a repetition of the cry, however, the sound did not come again

He thought that she might be frightened by his sudden appearance, accordingly, he remained hidden behind the trees

**Note** Even if a clause is introduced by the most commonly employed conjunctions of the co ordinate clauses *and, but, or, therefore, etc.*, it is often set off by a semicolon

Never listen to his tales, don't believe what he says, and always distrust him

(iii) If the co ordinate clauses are short enough to justify being set off by commas but contain commas within themselves, they are set off by semicolons

The family is going for a picnic, father carries the rugs, mother, the food, and the children, the rest of the things

## 130 The Colon ( : )

(i) The colon is used to introduce a list

The four great tragedies written by Shakespeare are Hamlet, King Lear, Othello and Macbeth

The chief mountains of India are The Himalayas, the Vindhya, the Eastern and the Western Ghats

(ii) It is used to introduce an explanation

The problem is this how are we to get trained hands at comparatively low salaries?

This is what I want a cosy little room properly furnished with lots of books around me

(iii) It is used to introduce a long quotation

The Gita says "Only action is within your power, not its reward"



**Note** Now it is almost universal to set off quotations by commas rather than by a colon

- (iv) It is used to separate two contrasts  
Man proposes God disposes
- (v) The colon is used to introduce an additional remark which though grammatically independent is closely connected with the previous statement  
Study nature by seeing, not pulling it to pieces. this study is loved by God
- (vi) The colon is used to sum up a number of preceding clauses  
I went where I liked, I ate what I wanted, I slept when I was tired, I was free as the wind, I was happy as a lark such are the reminiscences of my childhood

### 131 The Mark of Interrogation (?)

The mark of interrogation is used after direct questions  
Where could I buy a good tape recorder?  
May I help you?

**Notes** 1 The mark of interrogation should never be used after an indirect question, which grammatically is not a question at all

I wanted to know if I might help him

2 The sentence after the mark of interrogation begins with a capital letter

When does the examination begin? When will it be over?

### 132 The Sign of Exclamation (!)

(i) The sign of exclamation is used after such words, phrases or sentences as express emotion, wish, excitement, surprise, intense longing, etc.:

Fie! It is February and you have not even bought your text books

Alas! the poor child is dead

May you live long!

(ii) If in a sentence containing a nominative of address, some deep emotion is expressed, the nominative of address takes a sign of exclamation after it.

Weep no more, my child!

**Notes** 1 The sign of exclamation may be placed at the end of the sentence or after the nominative of address

O Hamlet, speak no more!

O Hamlet! speak no more

2 The sign of exclamation is not put immediately after O

O God! and not O! God!

(iii) Sometimes the sign of exclamation is also used after short commands

Shut up! I don't want any arguments

**Exercise 139.** Punctuate the following sentences using capital letters wherever

necessary

- (a) 1. I dislike people who talk too little the company becomes heavy 2. If you blame him he is touched if you praise him he is disgusted 3. Today we love what tomorrow we hate today we seek what tomorrow we shun today we desire what tomorrow we fear 4. He is dishonest therefore he cannot be trusted with money

- (b) 5 To err is human to forgive divine 6. The three fountains of learning are seeing much suffering much studying much 7 Know then this truth virtue alone is happiness 8 It can be reduced to three simple rules if the light is red you stop if green you go if amber you wait
- (c) 9 How nice of you to have brought this watch did you remember it was my birthday today 10. Stupid do you know what you have done 11 Bad luck won't you try again 12 Will you lend me some of your notes no never 13 Ah me you are going to the movies won't you take me along 14 This is beautiful isn't it can you get a few more like this 15 What no news even today what should we do

### 133. Quotation marks or Inverted Commas (" ")

(i) The direct words of a speaker, the words one actually hears, are enclosed in inverted commas. Ordinarily a comma is used to separate the words of a speaker from the rest of the sentence

She said, "I am sorry, I couldn't reach in time"

"Why is the market so crowded today?" asked my uncle

"I do not know what has happened", said the inspector, "but some mistake has surely been committed by somebody"

**Note** The first word of a direct quotation must begin with a capital letter.

(ii) Note the punctuation of an interrupted speech carefully

"I would rather die", he exclaimed, "than surrender"

"I would rather die than surrender" is one sentence interrupted by the introductory words *he exclaimed*. Here the direct speech is punctuated as if it were not interrupted at all. *He exclaimed* is set off by commas and *than surrender* does not begin with a capital

"We can't manage the amount ourselves", said his wife

"Can't we borrow some money from one of your friends?"

"We can't manage this amount ourselves" is a complete sentence. In this case, *said his wife* takes a full stop after it and the next part of the reported speech "Can't we" begins with a capital.

**Note** Direct quotations of two speakers should not be put in the same paragraph. Each speaker should have a paragraph to himself even if his speech contains only one word

(iii) A quotation within a quotation is marked off by single inverted commas

The lawyer said, "I was present when the accident took place" *was never said by my client*

My father said, "Remember 'it takes two to make a row'"

**Note.** Quotations within quotations follow all the usual rules of punctuation

(iv) The titles of books, magazines, newspapers, essays, poems, etc., are enclosed within inverted commas

"My Last Duchess" is a great dramatic monologue written by Robert Browning

"The Brave New World" by Aldous Huxley is a shocking novel.

### Exercise 140 Punctuate the following

1 The student announced proudly I shall be awarded a medal at the annual function of the college 2. Father asked what we had done with the money 3. I shall get you a scooter said his father if you pass the examination 4. The chairman said no to all my proposals remarked the member 5 Wait said her husband you will catch cold I will call a carriage 6 I said I am very angry with you go away I won't he replied firmly 7 I feel very ill may I go home and he added after a

little pause I cannot do any more work today 8. Give it to me immediately he demanded immediately no she replied I refuse 9 Would you if I asked you he asked lend me your car 10 When now where to my house all right if you wish he agreed

### 134. The Apostrophe ( ' )

- (i) An apostrophe is used in place of omitted letters in contractions : —  
*doesn't* for *does not*  
*he'll* for *he will*  
*won't* for *will not*
- (ii) Possessive nouns contain an apostrophe  
*Baby's cap* , *Anne's discovery* , *a week's wages* , *lions' cages*.
- (iii) An apostrophe is used to form the plurals of letters and figures :  
*Dot your i's and cross your t's*  
*I discussed this matter with a number of M P.'s*  
*Two 5's make 10*  
*You have too many and's in this paragraph.*

### 135 The Dash (—)

- (i) The dash is mainly used to show a sudden change in thought :  
*The long and short of my story is this—but do you have time to listen to me ?*  
*Only if I were there to help you—but why think of the impossible ?*
- (ii) Sometimes words in apposition or explanation are set off by dashes:  
*Everybody—the spectators, the players, the umpire—applauded his performance.*
- (iii) Two dashes are used to mark a parenthesis  
*The fact—to tell you the truth—is that he is no longer interested in marrying her*  
*Eventually—to be brief—the whole plan just fizzled out*
- (iv) A dash is used to summarise several subjects all belonging to the same verb  
*Friends, colleagues, relatives—none stood by him*  
*Americans, Russians, French, Indians—all hailed the new discovery*
- (v) A dash is used to indicate a faltering speech  
*I—er—no—I couldn't—er—expect this from you.*
- (vi) A dash is used along with the colon to introduce a quotation  
*The poet says —*

#### Exercise 141 Punctuate the following :

- (a) 1 How many M.L.A.s represent your district ? 2 Your mistake was that you added two 7s and wrote 12 as the answer 3 There's a rats hole in the corner. I'd like to get it filled up. 4. Hes driving his brothers car for his own hasnt yet been repaired. 5 This wont do said he Ive put in two days labour on it and Im in no mood to let it go waste.
- (b) 6 The word education is derived from but who cares what its derivation is 7 At last though I am ashamed to admit it I had to surrender 8. The statesmen, the government authorities the religious heads all appealed to him to break the fast 9 Rich and poor o d and young high and low all fought for freedom 10. Yes er I er no I didnt take er money from your pocket

### 136 The Hyphen ( - )

- (i) The hyphen is used to join the parts of a compound word  
*Brother-in law*, *passer-by*, *looker-on*, *maid-servant*, *one-third*.

- (ii) It is used to connect parts of a word divided at the end of a line  
 This year the History Society of our college went on an educational trip

### 137 Parentheses ( )

Parentheses serve the purpose of double dashes. They are used to separate from the main part of the sentence a phrase or a clause which does not belong to it

When he migrated to the States (it was about fifteen years ago)  
 I was very young

### 138 The Use of Capital Letters

Capital letters are used in the following cases

- (i) The first word of a sentence begins with a capital letter  
 The Japanese are adventurous people
- (ii) The first word of a direct quotation begins with a capital letter  
 My father said to me, 'Get me this medicine from the chemist's'
- (iii) Every new line of a verse stanza begins with a capital letter  
 Behold her ! single in the field  
 Yon solitary highland lass
- (iv) Proper nouns and the adjectives derived from them begin with a capital letter  
 Delhi, American, French, India
- (v) Names of religious sects, political parties, titles of books, stories, poems, etc., names of languages and subjects, etc., begin with a capital letter  
 Hinduism, Congress, War and Peace, The Solitary Reaper, English, Hindi, Mathematics, Dynamics
- (vi) The names of important historical events begin with a capital letter  
 The Glorious Revolution, The Civil War
- (vii) The names of societies, buildings, ships, trains, aeroplanes, etc., begin with a capital letter  
 The History Society, The Red Fort, The Prince of Wales (The name of a ship), The Armada, The Frontier Mail
- (viii) Common nouns, when they are personified, begin with a capital letter  
 Where are thy charms, O Solitude ?
- (ix) The first word after a sign of exclamation begins with a capital letter provided it is not a one-word exclamation  
 How beautiful this city is ! Have you ever been here earlier ?  
 What ! you have paid twenty rupees for it !
- (x) All nouns and pronouns referring to God begin with a capital letter  
 I pray to the Almighty that He may bless you with health and happiness.
- (xi) The pronoun *I* and the interjection *O* are always written as capital
- (xii) All the words in a heading except articles, prepositions and conjunctions begin with a capital letter  
 Hints on Self culture, Romeo and Juliet

(xiii) Abbreviation of degrees and personal titles, etc., begin with a capital letter

MA, OBE

(xiv) Words used as forms of address also begin with a capital letter.  
Dear Sir, Dear Father

(xv) Names of days, months and festivals begin with a capital letter  
Friday, January, Dewali

Exercise 142. Punctuate the following using capital letters wherever necessary

1 she said my brother had an accident on friday the 21st march and is still confined to bed 2 the hindus regard the gita as one of their greatest books 3 j l nehru the prime minister of india was given the title of bharat ratna 4 o death where is thy sting 5 the hindu view of life by s radhakrishnan is a great philosophical work 6 neelam is flying to new york by b o a c on the thursday after the dewali 7 you can cross the jamuna and go to the red fort where you can take a bus for the parliament house 8 the day after christmas mr basu m p called on the chief executive councillor mr radha raman

### MISCELLANEOUS EXAMPLES ON PUNCTUATION

#### (a) Unpunctuated passage

which way did these persons go asked the inspector up that second road on the left hand side replied the shopkeeper and then across the square thanks said the inspector and hurriedly went away

#### Punctuated passage

"Which way did these persons go?" asked the inspector

"Up that second road on the left hand side," replied the shopkeeper, "and then across the square"

"Thanks," said the inspector and hurriedly went away

#### (b) Unpunctuated passage

i wish i were a kings son cried a poor boy as he sat on some straw why do you wish that my boy asked his teacher why sir i was standing by the palace gate this morning to see all the grand folk going to court splendidly dressed in fine carriages i thought how happy they must be to be allowed to see the queen and enter the beautiful palace

#### Punctuated passage

"I wish I were a king's son!" cried a poor boy as he sat on some straw.

"Why do you wish that, my boy?" asked his teacher

"Why, Sir, I was standing by the palace gate this morning to see all the grandfolk going to court splendidly dressed in fine carriages. I thought how happy they must be to be allowed to see the queen and enter the beautiful palace."

#### (c) Unpunctuated passage

what is it to be a gentleman is it to have lofty aims to lead a pure life to keep your honour virgin to have the esteem of your fellow citizens and the love of your fireside to bear good fortune meekly to suffer evil with constancy and through evil or good to maintain truth always show me the happy man whose life exhibits these qualities and him we will salute as gentleman whatever his rank may be show me the prince who possesses them and he may be sure of our love and loyalty

#### Punctuated passage

"What is it to be a gentleman? Is it to have lofty aims, to lead a pure life, to keep your honour virgin, to have the esteem of your

## PUNCTUATION AND CAPITAL LETTERS

fellow citizens and the love of your fireside ; to bear good fortune meekly ; to suffer evil with constancy, and through evil or good to maintain truth always ? Show me the happy man whose life exhibits these qualities, and him we will salute as gentleman, whatever his rank may be. Show me the prince who possesses them, and he may be sure of our love and loyalty.

**Exercise 143** Punctuate the following, using capital letters where necessary :

1. (a) How many rs are there in referred : asked.  
 (b) is who killed ram on at the apsara tonight : asked  
 (c) at the vidya bhavan mr j d gupta m a the deputy mayor was presented with a purse.  
 (d) whose is this enquired the chief justice of the prisoner its mine was the reply.  
 (e) im sailing on the empress of britain on saturday next he told me in a whisper  
 (f) fair daffodils is a lovely poem was it written by herrick she asked  
 (g) my book has ss on it a for sushila and s for singh i told him.
2. (a) Ramayana is a great epic was it written by valmuki she asked yes I replied it was  
 (b) After two months work arun whose last name is sen finished the work.
3. (a) sudha my elder sister was in the kitchen where a meal was being prepared my brother who had just returned from work was cleaning the bicycle outside.  
 (b) books papers pens pencils inkpots pieces of chalk these and other articles lay strewn about the room it looked as if it had been swept by a hurricane
4. mary was any one here last night while we were away a man sir came to speak to norah who was he how long did he stay i am sure i cannot tell sir
5. But this is nonsense she exclaimed who am i i replied with a smile to argue with such a well known authority on the subject you she cried you cheeky little brat i could slap you for that try i said
6. quick quick cried he lets run away or hell catch us wholl catch us asked the stranger the policeman said he dont you see him over there.
7. i wish i had lots of money said the wife if one could get what he wished for i think i should wish for common sense not for money said the husband naturally everybody wishes for what he has not got said the wife.
8. no smoking in this compartment said the ticket inspector to the traveller but i am not smoking was the travellers reply but you have got your pipe in your mouth answered the inspector yes was the retort ive got my feet in my boots but i am not walking
9. when we are assessing the good or evil that science has brought to man it is important to remember that it has not only produced higher living standards but also enabled us to get rid of the great killing epidemic diseases. plague cholera smallpox malaria and typhus before the coming of scientific medicines these diseases were greater killers of men than any war.
10. savitri said o yama powerful lord thou hast promised my husband and myself one hundred sons how can this be if satyavan be not restored to life i do not wish for heaven itself without my husband give back my husband o yama let satyavan live once more
11. the chairman said the year witnessed an improvement in the countrys economy despite a marginal fall in agricultural output agricultural production declined by 1.4 per cent he asked is it not obvious that with greater effort the country can become self sufficient.
12. can i rely on your help the manager asked the clerk why certainly you can sir was the prompt reply then please complete all the entries in the ledger

before you leave said the manager that should be easy exclaimed the clerk adding it will be a pleasure but do i get paid over time

(Ind an Institute of Bankers' Examination, May 1974)

13. wretch said the king what harm did i do thee that thou shouldst seek to take my life with your own hand you killed my father and my two brothers was the reply
14. you know practically nothing about my aunt pursued the self possessed young lady only her name and address admitted the caller he was wondering whether mrs sappleton was in the married or widowed state an indefinable something about the room seemed to suggest masculine habitation.
15. your son is certainly a boy of ability said the headmaster but it all depends upon you whether he will do well at school what an extraordinary statement said the father how can it possibly depend upon me you can see replied the headmaster that he does his home work oh yes said the father i can do that much
16. one day walking together up a hill i said to friday do you not wish yourself in your own country again yes he said what would you do there said i would you turn wild and eat mens flesh again he looked full of concern and shaking his head said no no
17. over thirty miles per hour replied the taxidriver cant you slow down a little i said no certainly not sahib said he it is not possible that adenced me for the rest of the journey i only muttered to myself what rascals these drivers are
18. what presents shall i bring you said the king to the three sisters the eldest one said please bring me a fine silk gown i want a pretty necklace said the second and what would beauty like asked the kind king i should like a red rose replied beauty
19. what do you know about work enquired the farmer we have worked at farming answered james modestly can you mow yes sir can you mow well you can know that by trying us what wages do you want just what you think is right well that is fair you are plucky boys i think you may go to work..
20. a quaker was one day walking on a country road he was suddenly met by a highway man pointing a pistol the man exclaimed your money or your life friend said the quaker i cannot deliver my money for it should be helping thee in evil doing however exchange is lawful and i will give thee my purse for the pistol the robber agreed on receiving the pistol the quaker at once held it at the robbers head and said now my friend my purse back or the weapon may go off fire said the robber there is no powder in the pistol,

## Common Errors

### Section I—COMMON ERRORS IN THE USE OF NOUNS

#### Number

139 Nouns having the same form in singular as well as in plural

- (a) Nouns expressing number two hundred people, three dozen eggs, four score oranges, three pair of socks, twenty head of cattle.

But note scores of oranges, hundreds of people

- (b) Nouns in expressions like a ten rupee note, a five year old child, a three mile walk

- (c) Names of some animals fish, sheep, deer, swine

- (d) Some other nouns like corps, species series

He could catch only five fish

The fish cannot live without water

A series of lectures was delivered on this subject

Many interesting series of critical books have been brought out recently

140 Nouns used as singular

The following nouns are generally used in the singular alphabet, bedding, clothing, furniture, information, luggage, machinery, offspring, poetry, scenery, physic

The old furniture was disposed of

The scenery of Kulu is fascinating

The poetry of Shelley is very inspiring

141 Nouns plural in form but used as singular

- (a) Branches of learning Mathematics, Physics, Mechanics, Statistics

- (b) Diseases Mumps, measles

- (c) Games and sports Billiards, draughts, gymnastics

- (d) News, summons, innings, gallows, wages

Statistics is a highly useful branch of knowledge

Measles has broken out in the city

The news of his death was heard with great regret

A glorious innings was played by the Australian team.

Summons was served on him.

Notes 1. The plural of summons is summonses.

2 Means may be used either as singular or as plural

Unfair means were employed by many students

Wealth is only a means, the end is happiness

When means is used in the sense of wealth, it is plural :

His means are small but he is contented.



- 3 Note the use of *mathematics*, *economics* in the following sentences:  
 His *mathematics* (= mathematical calculations) are very accurate.  
 The *economics* (= economic issues) of this plan have been carefully discussed

142 Nouns always used as plural

- (a) Articles of dress shoes, socks, trousers, pyjamas, shirts  
 But a *pair of shoes* is singular  
 Leather shoes are very costly in Russia  
 A pair of shoes is all I need
- (b) Names of instruments scissors, tongs, bellows, spectacles, shears  
 These scissors are very sharp.  
 My spectacles have been lost.
- (c) Other nouns like alms, annals, ashes, assets, intestines, thanks, proceeds, spirits, tidings, savings, belongings, riches, contents, credentials, nuptials  
*Riches have wings*  
 The *proceeds* of this show are being donated to the National Defence Fund

143 Nouns singular in form but used as plural

Cattle, gentry, peasantry, poultry, clergy.  
 The *cattle* are grazing in the field  
 If the *peasantry* flourish, the country prospers.  
 The *gentry* were found unco-operative.

144 Nouns with two plural forms which differ in meaning

Singular	Plural
Brother	Brothers (sons of the same parents) Brethren (Members of a society or community)
Cloth	Cloths (kinds or pieces of cloth) Clothes (garments)
Die	Dies (stamps for coining) Dice (small cubes for playing)
Genius	Geniuses (persons of great talent) Genu (spirits)
Index	Indexes (tables of contents) Indices (signs used in Algebra)
Penny	Pennies (separate coins) Pence (collective value)
Staff	Staffs (bodies of clerks or officers) Staves (sticks)

145 Nouns with one meaning in the singular and two in the plural

Singular	Plural
Arm (upper limb)	Arms (a) upper limbs (b) weapons
Circumstance (fact)	Circumstances (a) facts (b) condition

Colour (hue)	Colours	(a) hues (b) flags
Custom (habit)	Customs	(a) habits (b) duties on goods
Manner (mode)	Manners	(a) modes (b) behaviour in social intercourse
Minute (a unit of time)	Minutes	(a) Units of time (b) proceedings of a meeting
Pain (suffering)	Pains	(a) sufferings (b) care, exertion
Quarter (fourth part)	Quarters	(a) fourth parts (b) lodgings
Spectacle (sight)	Spectacles	(a) sights (b) eye glasses

**146 Nouns with two meanings in the singular and only one in the plural**

Singular	Plural
Abuse (a) an evil (b) reproach	Abuses (evils)
Force (a) strength (b) body of armed men	Forces (troops)
Issue (a) result (b) offspring	Issues (results)
Wood (a) timber (b) forest	Woods (forest)

**147 Nouns with one meaning in the singular and another one in the plural**

Singular	Plural
Advice (counsel)	Advices (information)
Air (atmosphere)	Airs (proud behaviour)
Authority (power)	Authorities (men in power)
Compass (instrument showing magnetic meridian)	Compasses (instruments for describing circles)
Content (satisfaction)	Contents (what is contained in a book, vessel)
Good (beneficial)	Goods (property)
Iron (metal)	Irons (fettors)
Respect (regard)	Respects (compliments)
Return (coming back)	Returns (statements)
Sand (minute fragments of stone)	Sands (a piece of sandy land)
Physic (medicine)	Physics (Physical science)

**148 Plurals of compound noun forms**

The plurals of compound nouns are formed by adding 's' to the principal word

Singular	Plural
Brother in law	Brothers-in-law
Son in law	Sons-in law

Commander in-chief	Commanders-in chief
Passer by	Passers by
Camp-follower	Camp-followers
Major General	Major-Generals
However some compound nouns take a double plural	
Lord justice	Lords justices
Man servant	Men servants
149 Plural of proper nouns with titles	
Singular	Plural
Miss Smith	The Miss Smiths or The Misses Smith
Mr Eliot	The Mr Eliots or The Messrs Eliot

### Formation of the Possessive Case

150 The possessive case is generally formed by adding 's to the noun

Singular	man's
Plural	men's

The 's is however omitted

(a) after all plural nouns ending in s :

The birds' nests, the boys' complaints.

Note When a proper noun ends in s, we use 's, when it ends in es, we omit it

Columbus's discovery, Dickens's novels,  
Socrates' philosophy, Damocles' sword, Moses' law

Exception James's hat

(b) when the last syllable of a singular noun ends with s or ce and the noun is followed by sake  
for conscience sake, for goodness' sake,  
for justice' sake

151 The use of 's is usually limited to the living things, of is used in the case of lifeless things

The boy's leg, the leg of the table (and not the table's leg)

However s may be used with

(a) personified objects fortune's smile, country's need, freedom's call

(b) noun denoting time space, weight an hour's notice, fifteen minutes' break, at a stone's throw, a hair's breadth, a pound's weight

(c) some dignified objects the sun's rays, heaven's will, truth's victory, the soul's delight, the ocean's roars

(d) some common phrases for the sake of brevity at one's wit's end, to one's heart's content, at arm's length, at one's fingers' ends

152 When two nouns indicate common possession, 's is added to the latter one, when they indicate separate possession, 's is added to each one of them

Veena and Shweta's father (one person)

Veena's and Shweta's fathers (two persons)

153. When two nouns are in apposition, 's is added to the second noun:

This is my friend Mohan's house.

154. When the possessor's name consists of more than one word, 's is added to the last word

The President of India's orders, the Governor of Punjab's address

155. When a long explanatory phrase occurs, 's is added to the first term

This plan was Pit's, the great politician and Prime Minister.

Note the following distinctions

*This is a picture of my brother = my brother's picture* (my brother sat for it).

*This is a picture of my brother's = this is one of the several pictures belonging to my brother*

*This news of Ram* (about Ram)

*This news of Ram's* (brought by Ram).

156. The use of double possessives should be avoided. It is better to write *the absence of my brother's father-in-law* than *my brother's father-in-law's absence*

157. Study the following sentences carefully

#### Incorrect

#### Correct

- |  |   |
|--|---|
| 1. He turned a deaf ear to the<br>advice of his teacher.     | He turned a deaf ear to the advice<br>of his teacher    |
| 2. The sceneries of Kashmir<br>beggar description            | The scenery of Kashmir beggars<br>description           |
| 3. His hairs have turned grey.                               | His hair has turned grey                                |
| 4. He has many grey hair on his<br>head.                     | He has many grey hairs on his<br>head                   |
| 5. Second hand furnitures were<br>put to auction             | Second hand furniture was put to<br>auction             |
| 6. Alms is given to the poors                                | Alms are given to the poor                              |
| 7. He takes pain over his work.                              | He takes pains over his work.                           |
| 8. I am well up in my study                                  | I am well up in my studies                              |
| 9. Eighty heads of cattles were<br>swept away in the storm   | Eighty head of cattle were swept<br>away in the storm   |
| 10. How many son-in-laws have<br>you?                        | How many sons-in-law have you?                          |
| 11. Sushil's my neighbour's house<br>was burgled last night. | Sushil my neighbour's house ' was<br>burgled last night |
| 12. I bought two dozens mangoes<br>and four scores apples.   | I bought two dozen mangoes and<br>four score apples     |
| 13. The wages of sin are death.                              | The wages of sin is death.                              |
| 14. Some men possess means that<br>is great.                 | Some men possess means that are<br>great.               |
| 15. He has no issues.  | He has no issue.  |
| 16. I have many works to do.                                 | I have much work to do.                                 |

- |  |  |
|--|--|
| 17. Road closed for repair.  | Road closed for repairs.                                     |
| 18. My house is out of repairs.                                    | My house is out of repair.                                   |
| 19. Do not make friend with selfish people                         | Do not make friends with selfish people.                     |
| 20. Circumstance influences a man's character.                     | Circumstances influence a man's character                    |
| 21. The judge has passed order for his release                     | The judge has passed orders for his release.                 |
| 22. I told the porter to carry my luggages                         | I told the porter to carry my luggage.                       |
| 23. One must keep one's words.                                     | One must keep one's word.                                    |
| 24. I want some blotting.  | I want some blotting-paper.                                  |
| 25. There is no place in this compartment.                         | There is no room in this compartment.                        |
| 26. My house's roof is leaking.                                    | The roof of my house is leaking                              |
| 27. Get me a copy of Wren's and Martin's grammar                   | Get me a copy of Wren and Martin's grammar.                  |
| 28. This picture of the king's is a very striking likeness of his. | This picture of the king is a very striking likeness of his. |
| 29. He has completed two-third of his manuscript.                  | He has completed two-thirds of his manuscript.               |
| 30. I have lost a ten-rupees note.                                 | I have lost a ten-rupee note.                                |
| 31. All his family members were killed in the war.                 | All the members of his family were killed in the war.        |
| 32. The Greeks were brave peoples.                                 | The Greeks were brave people.                                |
| 33. The House was divided in its opinion.                          | The House were divided in their opinion.                     |
| 34. I do not like these kinds of games.                            | I do not like this kind of games.                            |
| 35. Good night ! I am glad you have come.                          | Good evening ! I am glad you have come.                      |
| 36. Will you please tell me the reason of an earthquake ?          | Will you please tell me the cause of an earthquake ?         |
| 37. You have a good cause for fighting.                            | You have a good reason for fighting.                         |
| 38. The boys are walking in the centre of the road                 | The boys are walking in the middle of the road               |
| 49. His hat was blown off by the strong air.                       | His hat was blown off by the strong wind.                    |
| 40. This house is built of stones.                                 | This house is built of stone.                                |

Exercise 144 Correct the following sentences

- 1 The cattles were being driven to the market 2 I have finished my meals  
 3 Two cannons were fired. 4 There are ten sheeps and five deers in the field.  
 5. The summer vacations will commence on the 16th of July 6. The order of his transfer has been received 7 My circumstance does not allow me to marry at his stage 8 Old furnitures have been auctioned 9 I have misplaced my spectacle  
 10. Fruits and vegetable form an important part of Indian diet

## Exercise 145 Correct the following sentences

1 We have finished three fourth of this book 2 Riches have turned his head 3 The gentry of the town was invited to the function 4 No pain no gain 5 The news of his arrest have spread like wild fire 6 Gymnastics are good for health 7 Your hairs are too long go to the barber and have them cut 8 The meeting was attended by at least five thousands people 9 I went to the market to buy a seven days clock 10 Our students are going to stage a theatre in the college hall

## Exercise 146 Correct the following sentences

1 It is an essay of Bacon a the philosopher 2 He lives in the boarding 3 He made your mention 4 I cannot bear her separation 5 It is getting late Let me take your leave 6 All his fam ly members came to greet me on my birthday 7 Woman doctors are in great demand in our country 8 Mother in-laws are seldom respected by their daughter in laws 9 This is my friend a the doctor a clinic 10 Your handwriting is more beautiful than Usha

## Section II—COMMON ERRORS IN THE USE OF PRONOUNS

158 A pronoun must have the same gender, number and person as the noun it represents

The girl has deposited *her* books at the counter and now *she* is coming to the library

Mohan's son has lost *his* watch and now *he* needs a new one.

159 When a personal pronoun is used as the object of a verb or a preposition, it is placed in the objective case

I accused *him* of theft

Let *me* do it

How long did you wait for *me* ?

Besides *him*, many others voted in my favour

160 When a pronoun is used as the complement of the verb to be, it is placed in the nom.native case

It is *I*

In informal conversation, they often say it is *me*, but if the pronoun is followed by a clause, nominative case must be used

It is *I* who scored the goal

161 The pronouns governed by *than* and *as* can be placed either in the nominative case or in the objective depending upon the meaning to be conveyed

I love you more than *he* (than he loves you)

I love you more than *him* (than I love him)

You helped me as much as *she* (as she helped me)

You helped me as much as *her* (as you helped her)

162 Sometimes a personal pronoun is inserted where it is not required

*Incorrect* The student being a member of the union, *he* is eligible to vote

*Correct* The student being a member of the union is eligible to vote

163 Mine, ours, yours, his, hers, its, theirs are possessive pronouns and are used to replace possessive adjectives + nouns

I shall bring my pen, you will bring yours (=your pen)

164 If a pronoun stands for a collective noun being treated as a whole, the pronoun should be placed in singular number and neuter gender. But if the collective noun conveys the idea of the separate individuals that constitute the whole, the pronoun is placed in the plural number

The fleet, after it had served its purpose, was withdrawn  
The army decided to disobey its commander  
The committee were divided in their opinion

165. A relative pronoun agrees with its antecedent in gender, number and person

It is *I* who am to blame  
It is *they* who are to blame  
He is one of the most unselfish ministers who have served their country

166 A relative pronoun should be placed as near its antecedent as possible

*Incorrect* The lady is my sister-in law who met you<sup>1</sup> at the bus stop

*Correct.* The lady who met you at the bus stop is my sister in-law

167 Who, Whose, Which, That. Who is used for persons, which is used for animals and lifeless objects

The shopkeepers who are found guilty of hoarding will be prosecuted  
A triangle which has three sides equal is called an equilateral triangle

Whose is used for living beings, of which for animals and lifeless things. However, in order to avoid an odd construction, whose may be used for lifeless things also

My friend whose leg was fractured in an accident last month has recovered  
A triangle the three sides of which are equal is called an equilateral triangle  
A triangle whose three sides are equal is called an equilateral triangle

That may be used for persons as well as animals and lifeless things. After two antecedents, one requiring who and the other which we generally use that

The lady and her dog that we saw on the Mall left Simla yesterday

After superlative adjectives, we use that

This is the most interesting novel that I have ever read

After words like all, any, none, nothing, etc., we use that

All that glitters is not gold  
You may take any book that you like

168. After such and same, as is generally used as a relative pronoun. Such boys as shirk their responsibility cut a sorry figure in their life

This is the same watch as you brought from Japan.

169 If a relative pronoun has two antecedents of different persons, it agrees in its person with the antecedent nearer to it

*Incorrect* I am the person who have not been consulted

*Correct* I am the person who has not been consulted

*Incorrect* You are the man who are held in high esteem by everybody

*Correct* You are the man who is held in high esteem by everybody

170 Each every everybody anybody nobody either neither should always be treated as singular

*Each* of these rooms is good enough for me

*Nobody* has turned up for today's meeting

*Every* worker was given bonus

171 *Either* and *neither* are always used of two persons or things

*Either* of these two conditions has to be fulfilled

*Neither* of the two medicines was effective

172 *Each other* is used for two *one another* for more than two

The *two* sisters are very fond of *each other*

These children never quarrel with *one another*

173 When two or more singular nouns are joined by *and* the pronoun used for them should be plural

Anju and Neeru are two sisters *They* live at Lajpat Nagar

*They* love their father

But if these two nouns refer to the same person or thing, the pronoun should be singular

Mr Kapur my friend and principal of this college, has tendered his resignation

174 When two or more singular nouns are joined by *or*, *nor*, *either* *or*, *neither* *nor*, the pronoun is generally singular

He *or* his brother will give me his books

*Neither* the officer *nor* the clerk had done his duty

175 When a plural noun and a singular noun are joined by *either* *or*, *or* *neither* *nor*, the pronoun agrees with the nearer one

*Neither* the officer *nor* the *clerks* had done *their* duty

*Neither* the *clerks* *nor* the *officer* had done *his* duty

176 Study the following sentences carefully

*Incorrect*

*Correct*

1 Nobody was there but *I*

Nobody was there but *me*

2 Who is there? It is *me*

Who is there? It is *I*

3 Let you and *I* go to fetch the doctor

Let you and *me* go to fetch the doctor

4 Only you and *me* can be admitted on this ticket

Only *you* and *I* can be admitted on this ticket

5 Between you and *I*, Mr Sharma is not to be trusted

Between you and *me*, Mr Sharma is not to be trusted

6 I am, *your's* sincerely

I am, *yours* sincerely



- |    |   |  |
|----|---|--|
| 7  | You and I have revised your lessons   | You and I have revised our lessons   |
| 8  | You and Ashok have improved their chances of success                        | You and Ashok have improved your chances of success                        |
| 9  | Each of the two sisters were hardworking                                    | Each of the two sisters was hard working                                   |
| 10 | None of the two contestants was willing to withdraw                         | Neither of the two contestants was willing to withdraw                     |
| 11 | One should keep his word  | One should keep one's word   |
| 12 | Everyone present got one's pay  | Everyone present got his pay   |
| 13 | He and myself went to get the seats reserved                                | He and I went to get the seats reserved                                    |
| 14 | I did not like him disturbing me at that late hour                          | I did not like his disturbing me at that late hour                         |
| 15 | Who do you think I met?   | Whom do you think I met?   |
| 16 | Here is the boy who he told me the teacher punished yesterday               | Here is the boy whom he told me the teacher punished yesterday             |
| 17 | Who was it written by?  | Whom was it written by?  |
| 18 | Such men who have five years teaching experience are eligible for this post | Such men as have five years teaching experience are eligible for this post |
| 19 | He has a dog whom he loves very much  | He has a dog that he loves very much                                       |
| 20 | Who is greater—Ashoka or Akbar?   | Which is greater—Ashoka or Akbar?  |
| 21 | You should avail this opportunity   | You should avail yourself of this opportunity                              |
| 22 | They enjoyed in the fair  | They enjoyed themselves in the fair  |
| 23 | I you and he will go to the movies this evening                             | You he and I will go to the movies this evening                            |
| 24 | Both you and I are equally to blame   | Both I and you are equally to blame  |
| 25 | Those who came late they should stand                                       | Those who came late should stand   |
| 26 | He is one of those men who is always finding fault with other people        | He is one of those men who are always finding fault with other people      |
| 27 | I lost my way which prevented me from reaching my destination in time       | I lost my way and it prevented me from reaching my destination in time     |
| 28 | He put the juice in the man's eyes who wore Athenian clothes                | He put the juice in the eyes of the man who wore Athenian clothes          |
| 29 | They that are humble need fear no fall                                      | Those that are humble need fear no fall                                    |

- 30 When you have read these books, please return the same to me. When you have read these books, please return them to me.

**Exercise 147** Fill in the blanks with one of the words given in brackets at the end of each sentence :

1. She came to meet my father and— (I, me)
2. Let—go to the movies with— (we, us, they, them)
3. Everyone except—and—has appeared in the test (she, her, I, me)
4. A misunderstanding has crept between—and his father (he, him)
5. Let you and—collaborate in this venture (she, her)
6. Was it—or Rachna who borrowed money from you ? (they, them)
7. The girl in the red dress might have been— (she, her)
8. Behind—and—were many seats. (he, him, I, me)
9. It might have been—who took away your dictionary (she, her)
10. This room is for you and— (me, myself)
11. The man—I thought was thoroughly honest proved to be a swindler (who, whom)
12. I told my father all—had been said in the class (what, that, which)
13. He behaved in such a manner—I had never expected (as, which, that)
14. Mrs. Gandhi is the greatest Prime Minister—India has produced so far (who, that, which)
15. —are you asking about ? (who, whom, which)

**Exercise 148.** Correct the following sentences

1. This is, of course, strictly between you and I.
2. I write my answers better than him.
3. Let you and I share this secret.
4. All but I were present at the meeting.
5. We are all younger than her.
6. I remember all what he said.
7. Everyone of them have finished their work.
8. Any of the two hotels you mention should suit us.
9. None but he deserve the first prize.
10. If I were him, I would have taught those cheats a lesson.

**Exercise 149** Correct the following sentences

1. I qualified myself for this profession.
2. We kept ourselves away from the class.
3. This is a very rare chance. You ought to avail it.
4. I allowed the servant to go home and enjoy.
5. One must do his duty when the honour of his country is at stake.
6. The boy has been punished by the headmaster who has broken the window pane.
7. He is a man who I know you can always trust.
8. The streets of our village are wider than your village.
9. This is one of the best novels that has come out recently.
10. Why don't you borrow the book from him? I have already borrowed.

### Section III—COMMON ERRORS IN THE USE OF ADJECTIVES

#### 177 Comparison of Adjectives

The comparative degree of an adjective is used to compare two things, the superlative to compare more than two things. If no comparison is implied, we use positive degree.

Manmohan is a tall boy. (No comparison, hence the positive degree of the adjective tall)

Manmohan is taller than Sudarshan. (Comparison between two persons, hence the comparative degree of the adjective tall)

Manmohan is the tallest boy in the class. (Comparison among all the boys of the class, hence the superlative degree of the adjective tall)

**Note.** Comparative degree is always followed by *than*, superlative degree always takes *with* or *the* definite article *the*. See the examples given above.

#### 178 Double comparatives and superlatives must not be used.

**Incorrect.** He is *more cleverer* than his cousin.

**Correct.** He is *cleverer* than his cousin.

The whole means entire and is generally used with singular common nouns

I have read *the whole* book  
You have wasted *the whole* day

The whole of is used with proper nouns

Practically the whole of Rajasthan was lying waste

A whole means entire

Each child was given a whole orange

#### 192 Either, Neither

Either has two meanings one of the two, the both

Either of these two will do

Houses have been built on either side of the road

Neither is the negative of either, it means not the one nor the other

Neither plan is practicable

You should take neither side

Note Both *either* and *neither* are followed by a singular noun and take a singular verb.

#### 193 Each Every

Each means two or more than two things, taken one by one

Every means all of a number of things (more than two) taken individually

Each is used when the number in the group is limited, definite

Every is used when the number is indefinite

Each member of the family fell ill

Everybody applauded the performance

There are ten students in this group and each of them is expected to get a first division

Every student should feel proud of his alma mater

Notes 1 Both *each* and *every* take a singular verb.

2 *Every* is a stronger word than *each* and means without exception

#### 194 Elder Eldest, Older, Oldest

*Elder, eldest* are now used only of close family relations like sons, daughters, sisters brothers. *Elder* is not followed by *than*. In sentences like He is the elder of my two sons, *elder* must be preceded by *the*. *Eldest* means first born

*Older* and *Oldest* are used both of persons and things and denote age

My *elder* brother is a doctor

Pankaj is *older* than his friend

He is the *oldest* member of the club

This is the *oldest* pair of shoes I have

#### 195 Later, Latter Latest Last

*Later* and *latest* denote time *latter* and *last* denote position

*Later* means more late in time

*Latter* is the opposite of *former* and means the second in the order of original mentioning

*Latest* means last up to now only

*Last* means *last of all*; *final* .

He came *later* than I expected

Have you heard the *latest* news ?

Premjit Lal and Jaideep entered the *finals* . The *latter* won the match

The *peon* was the *last* person to leave the hall

#### 196. Further, Farther

*Further* is the comparative degree of *fore* and denotes something additional

*Farther* is the comparative of *far* and means a *greater distance*.

Now it is common to use *further* in all meanings . *Farther* is not common except where distance is implied

Please, read *further*.

He went to England for *further* studies

*Further* discussion will be held in the next meeting

Bombay is *farther* from Delhi than Ahmedabad

#### 197. Nearest, Next

*Nearest* denotes *distance* , *next* denotes *position*

His house is *next* to mine

Who lives *nearest* to the college ?

#### 198. First, Foremost

*First* shows order or position

*Foremost* means *most conspicuous*, of *greatest importance* .

Whoever stands *first* will be awarded a prize.

It is our *foremost* duty to serve our country

Mahatma Gandhi was the *foremost* politician of India.

#### 199. Outer, Utter

*Outer* denotes *position* , *utter* denotes *degree* .

The *outer* wall needs repairs

In *utter* despair, he approached me for help

#### 200. Verbal, Oral

*Verbal* means *of or pertaining to words*

*Oral* is the opposite of *written*. It means *delivered by way of mouth*.

There is not much *verbal* difference between the two statements.

He sent me an *oral* message

#### 201. Mutual, Common

*Mutual* means *reciprocal*, *common* means *belonging to many, or to all* :

They have *mutual* love and regards.

We were introduced to each other by a *common* friend.

#### 202. Study the following sentences carefully.

**Incorrect**

**Correct**

- |   |  |
|---|--|
| 1. This is the <i>best</i> of the two books on this subject | This is the <i>better</i> of the two books on this subject |
| 2. Solomon was <i>wiser</i> than all the Jewish Kings.      | Solomon was <i>wiser</i> than all the other Jewish kings   |
| 3. Who is <i>tallest</i> , you or I ?                       | Who is <i>taller</i> , you or I ?                          |
| 4. It is <i>more hotter</i> today than yesterday.           | It is <i>hotter</i> today than yesterday.                  |

- |   |  |
|---|--|
| 5. Death is <i>more preferable</i> than dishonour.                          | Death is <i>preferable</i> to dishonour.                                   |
| 6. I am <i>junior than</i> you by two years.                                | I am <i>junior</i> to you by two years.                                    |
| 7. I have given you a <i>most complete</i> account of my travels in Italy.  | I have given you a <i>complete</i> account of my travels in Italy.         |
| 8. Her command over the English language is the <i>most excellent</i> .     | Her command over the English language is <i>excellent</i> .                |
| 9. He has not <i>some</i> money with him.                                   | He has not <i>any</i> money with him.                                      |
| 10. I gave him <i>a few</i> books I had.                                    | I gave him <i>the few</i> books I had.                                     |
| 11. No <i>less</i> than fifty ships were destroyed by the storm.            | No <i>fewer</i> than fifty ships were destroyed by the storm.              |
| 12. Choose the <i>least</i> of the two evils.                               | Choose the <i>lesser</i> of the two evils.                                 |
| 13. I have visited the place many <i>a times</i> .                          | I have visited the place many <i>times</i> .                               |
| 14. <i>Whole</i> the country is with Mrs Gandhi.                            | <i>The whole</i> country is with Mrs. Gandhi.                              |
| 15. Be respectful to the <i>older</i> members of the family.                | Be respectful to the <i>elder</i> members of the family.                   |
| 16. Jagdish is <i>elder</i> than Inder.                                     | Jagdish is <i>older</i> than Inder.  |
| 17. What is the <i>last</i> score?  | What is the <i>latest</i> score?   |
| 18. Of Kanti and Usha, the <i>later</i> is the more beautiful.              | Of Kanti and Usha, the <i>latter</i> is the more beautiful.                |
| 19. If he wants <i>farther</i> help, send him to me.                        | If he wants <i>further</i> help, send him to me.                           |
| 20. We went <i>further</i> than three miles.                                | He went <i>farther</i> than three miles.                                   |
| 21. India is the <i>first</i> peace-loving country in the world.            | India is the <i>foremost</i> peace-loving country in the world.            |
| 22. Even his <i>next</i> relations did not stand by him in his misfortunes. | Even his <i>nearest</i> relations did not stand by him in his misfortunes. |
| 23. Verbal instructions will not serve the purpose.                         | Oral instructions will not serve the purpose.                              |
| 24. The climate of Bombay is more pleasant than <i>Delhi</i> .              | The climate of Bombay is more pleasant than <i>that of Delhi</i> .         |
| 25. The welfare of the soul is surely preferable than of the body.          | The welfare of the soul is surely preferable to that of the body.          |
| 26. I have read <i>each</i> book of this library.                           | I have read <i>every</i> book of this library.                             |
| 27. He <i>has been</i> sick for a very long time.                           | He <i>has been</i> ill for a very long time.                               |

28. This is one of the best and interesting novels that I have ever read.      This is one of the best and most interesting novels that I have read
29. I am leaving for Bombay by the 2-30 o'clock train      I am leaving for Bombay by the 2 30 train.
30. I do not like these kind of novels.      I do not like this kind of novels

**Exercise 150** Correct the following sentences

- 1 Of all other boys he is the most intelligent    2 Shakespeare is greater than any dramatist.    3 Which is the easier to learn, French German or English?  
 4 The Times of India has the largest circulation of any paper    5 Lake Superior is the largest of any other lake in the world    6 This is my chiefest objection to your plan    7 He is senior than my brother but junior than me    8 Of all other kings Solomon was the wisest    9 Even the most perfect beauty will have some defects    10 The Taj at Agra has the most world wide reputation

**Exercise 151** Correct the following sentences

- 1 Many a flower fade unseen    2 He spilt all the milk.    3 Our army captured no less than fifty tanks of the enemy    4 After this he made no further remarks    5 The nearer the church, the further from God    6 The whole India mourned the death of Dr Vikram Sarabhai    7 I want to buy the last edition of this book    8 I am leaving by the 4 30 o'clock train    9 Agra is a worth seeing place    10. Gandhiji had the most unique personality

**Exercise 152.** Correct the following sentences

- 1 These all novels are well written    2 He lost a few books he had.    3 I have no any friend to rely on    4. We have finished the three first chapters of the book.  
 5. Having run through his fortune, he spent his latter life miserably    6 This custom has been prevalent in India since immemorial time.    7 I do not like those sort of people    8 The two first columns of the newspaper are badly printed    9 The foul smell of the gutter made me ill    10 She is the most intelligent and beautiful student in the class

## Section IV—COMMON ERRORS IN THE USE OF ADVERBS

### The use of some Important Adverbs

#### 203 Very, Much

- (i) *Very* qualifies adjectives or adverbs in the Positive degree, *much* qualifies them in the Comparative degree

She is a very intelligent girl

Today she is looking much weaker than usual

She runs very fast

She runs much faster than Savita

- (ii) *Very* is used with present participles when they are used as adjectives, *much* is used to modify past participles when they have their full verbal function.

The scenery is very charming

The foreign policy of the Government was much criticised in Parliament

- However, if a past participle is used in purely adjectival sense, it is modified by *very* and not by *much*

I felt very tired

I am very satisfied to see your work.

Other such participial adjectives are : pleased, surprised, delighted, grieved, pained, annoyed, experienced, contented, concerned, disappointed, interested, worried, bored, shocked, astonished, excited, etc.

## 210. Yet, Still

(i) *Yet* means *up to the moment of speaking*. It is mainly used in negative or negative interrogative sentences. It is very rarely used with the affirmative. In any case, it presents the present situation in relation to the future.

She hasn't learnt to drive a car yet.

Haven't you finished that game yet?

I have yet to meet a person who is satisfied with this job. (i.e., I have not met one up to now, so if I do meet one, it will be in future.)

(ii) *Still* denotes that some activity or situation continues from the past into the present.

It is still raining. (i.e., it was raining previously and it has not stopped.)

*Still* is primarily used with the affirmative but it can be used with the negative also to emphasize the continuance of a negative action:

He still doesn't understand.

But it is safer to use *still* in the affirmative only.

## 211. Fairly, Rather

(i) Both *fairly* and *rather* mean *moderately*. *Fairly* is used with favourable adjectives and adverbs (clever, wise, intelligent, etc.) and *rather* is used with the unfavourable ones. (foolish, ugly, etc.):

The child is fairly clever for his age.

Your essay is fairly good.

She is rather ugly.

(ii) With adjectives and adverbs that do not in themselves contain the idea of being favourable or unfavourable (hot, cold, fast, slow, low, high, etc.) *fairly* expresses approval, *rather* expresses disapproval.

The tea is fairly hot. (The speaker likes it hot.)

The tea is rather hot. (The speaker doesn't like it hot.)

(iii) *Rather* with favourable adjectives becomes an equivalent of *very*. It does not, then, convey any disapproval:

It is rather an interesting novel. (It is a very interesting novel.)

\* It was rather a good film. (It was a very good film.)

(iv) *Rather* with *would* denotes preference:

I would rather take the green one. (I would prefer the green one.)

I would rather not go. (I prefer not to go.)

(v) With comparatives, *rather* means *slightly* or *a little*:

This is rather smaller than the size I needed. (slightly)

Its price is rather higher than what I could pay.

(vi) *Rather* is used with certain nouns which are descriptive of an attitude towards a person or a thing.

It is rather a pity that so much time was wasted.

(vii) *Rather* is used as an adverb of degree before verbs that express a feeling or an attitude of mind.

I rather feared this.

(viii) *Fairly* also means *justly*, *equitably*:

He treated all of them fairly.

212 Common Errors in the use of Adverbs Make a careful note of the following errors in the use of adverbs

Incorrect	Correct
1. It is bitter cold today.	It is <i>bitterly</i> cold today.
2. I am feeling so lonely.	I am feeling <i>very</i> lonely.
3. He is a much learned man	He is a <i>very</i> learned man
4. He is very poorer than all of his friends.	He is <i>much</i> poorer than all of his friends
5. He is rather very tired	He is <i>very</i> tired
6. His son is working very hardly	His son is working <i>very hard</i> .
7. This hardly won liberty is to be defended at all costs	This <i>hard</i> won liberty is to be defended at all costs
8. He is presently at Chandigarh	He is at Chandigarh <i>at present</i> .
9. Last night you returned lately	Last night you returned <i>late</i> .
10. He went directly to his house	He went <i>direct</i> to his house.
11. I only engaged this servant for a week	I engaged this servant for a week <i>only</i>
12. She was even blamed by her parents	She was blamed <i>even</i> by her parents.
13. He is enough wise to understand the situation.	He is <i>wise enough</i> to understand the situation.
14. Our class will be tomorrow here.	Our class will be <i>here</i> tomorrow.
15. I met him four weeks before.	I met him four weeks <i>ago</i> .
16. He is seldom or ever to be seen at his shop.	He is <i>seldom or never</i> to be seen at his shop.
17. No excuse is too slight not to be seized upon.	No excuse is <i>too slight</i> to be seized upon.
18. I will wait here until you do not go.	I will wait here until you <i>go</i>
19. I care a straw for it.	I <i>do not</i> care a straw for it.
20. I never remember having met him before.	I <i>do not</i> remember having met him before.
21. Drinking is quite harmful for one's health.	Drinking is <i>very</i> harmful for one's health.
22. Scarcely the water crossed the danger level, the warning signals were sounded.	<i>Scarcely had</i> the water crossed the danger level when the warning signals were sounded.
23. Did you reach in time? Yes, I didn't. No, I did.	Did you reach in time. Yes, I <i>did</i> . No, I <i>didn't</i> .
24. It is nothing else than pride.	It is nothing else <i>but</i> pride.
25. Of course, you will get this job.	You will <i>certainly</i> get this job.
26. I have not been here too long to have many friends.	I have been here <i>long enough</i> to have many friends



- |  |   |
|--|---|
| 27 They haven't still spent all their money        | They haven't yet spent all their money          |
| 28 We yet have time to catch the train             | We still have time to catch the train.          |
| 29 It is rather a good film                        | It is a fairly good film                        |
| 30 She is accurate and neat but she is fairly slow | She is accurate and neat but she is rather slow |

**Exercise 153** Correct the following sentences :

- 1 He ate very much and became ill. 2 I am too much surprised at the result. 3 Homely made sweets are generally too wholesome. 4 I never spoke to him this morning. 5 I am enough strong to deal with enemies single handed. 6 After leaving his office he went directly to a restaurant. 7 Don't get impatient. The postman will come just now. 8 I request you to kindly help me in this matter. 9 This water is very cold for a bath. 10. This saree only cost me sixty rupees.

**Exercise 154** Correct the following sentences

- 1 Never we have met a great man like Mr. Nehru. 2 He missed the train as he reached the station rather lately. 3 She is so weak in English. How will she get through the examination? 4. The guests went away by and by. 5 You are somewhat tall for your age. 6. He is much pleased with your work. 7 No sooner the sun set the wind dropped. 8. I am quite glad to know that your son is safe. 9. He was fortunately not hurt in the accident. 10 He was too displeased to punish the servant.

**Exercise 155** Correct the following sentences :

- 1 Not to talk of English, he cannot even talk correct Hindi. 2. Call him anythng else than a fool. 3 No one scarcely goes satisfied from this hospital. 4 I seldom or ever go to meet my friends. 5 Hardly I stepped out it began to rain. 6. Scarcely he left the house, the roof collapsed. 7 Mahatma Gandhi has usually been called as the Father of Nation. 8 Napoleon died in 1821, he had lost the Waterloo six years ago. 9 This hardly earned money is not to be wasted like this. 10. How much strange it is that I cannot claim a thing that rightful belongs to me.

**Section V**

**COMMON ERRORS IN THE USE OF PREPOSITIONS**

- 213 Wrong Use or Omission of Prepositions.** Make a careful note of the following wrong use of prepositions

**Incorrect**

**Correct**

**A Where a preposition should not have been used**

- |   |   |
|---|---|
| 1 I have <i>ordered for</i> dinner                          | I have ordered dinner                         |
| 2 The younger brother <i>resembles to</i> the elder.        | The younger brother resembles the elder       |
| 3. I want the police <i>to investigate into</i> the case    | I want the police to investigate the case     |
| 4 He deeply <i>loved with</i> me                            | He deeply loved me                            |
| 5. I <i>reached at</i> Delhi only this morning              | I reached Delhi only this morning.            |
| 6 The teacher has not yet <i>entered into</i> the classroom | The teacher has not yet entered the classroom |
| 7 Why have you <i>picked up</i> a quarrel with him          | Why have you picked a quarrel with him?       |
| 8. He <i>asked from</i> me if I was interested in a job     | He asked me if I was interested in a job      |

- |   |   |
|---|---|
| 9. He thought if he could cram a few important questions, he could pass in the examination. | He thought if he could cram a few important questions, he could pass the examination. |
| 10. Your name precedes before mine and succeeds after Ashok's.                              | Your name precedes mine and succeeds Ashok's.   |
| 11. You will come to grief if you do not obey to my orders.                                 | You will come to grief if you do not obey my orders.                                  |
| 12. He should not have violated against the rules.  | He should not have violated the rules.  |
| 13. Let us discuss about the problem  | Let us discuss the problem.   |
| 14. May I accompany with you to the railway station ?                                       | May I accompany you to the railway station ?  |
| 15. As he approached to his office, he was attacked by a stranger.                          | As he approached his office, he was attacked by a stranger                            |
| 16. The teacher promised to the boys a holiday.   | The teacher promised the boys a holiday   |
| 17. The Principal requested to the President to distribute the prizes                       | The Principal requested the President to distribute the prizes.                       |
| 18. He married with a rich widow.   | He married a rich widow.  |
| 19. He prevailed upon me to resign from my post.  | He prevailed upon me to resign my post.   |
| 20. Sign on this paper.   | Sign this paper.  |
| 21. Fear from God.  | Fear God.   |
| 22. Do you have enough of money ?   | Do you have enough money ?  |
| 23. A sense of gloominess pervades through the whole novel.                                 | A sense of gloominess pervades the whole novel.                                       |
| 24. Please recommend for me to the officer.   | Please recommend me to the officer.   |
| 25. Your advice will benefit to me much.  | Your advice will benefit me much.   |

**B. Where a preposition should not have been omitted**

**Incorrect**

**Correct**

- |  |  |
|--|--|
| 1. He will not listen what you say.                    | He will not listen to what you say.                    |
| 2. Have you disposed the old furniture you wanted to ? | Have you disposed of the old furniture you wanted to ? |
| 3. Your fault does not admit any excuse.               | Your fault does not admit of any excuse.               |
| 4. Could you lend me your pen to write a letter ?      | Could you lend me your pen to write a letter with ?    |

- |    |   |  |
|----|---|--|
| 5  | He searched the book every-where                  | He searched for the book every-where                 |
| 6  | I asked a ticket                                  | I asked for a ticket                                 |
| 7  | We spent the whole day playing cards              | We spent the whole day in playing cards              |
| 8  | I prevailed him to attend the meeting             | I prevailed upon him to attend the meeting           |
| 9  | This scholarship has to be competed               | This scholarship has to be competed for              |
| 10 | You are welcome to partake this light refreshment | You are welcome to partake of this light refreshment |

**C Where a wrong preposition has been used**

- |    |   |   |
|----|---|---|
| 1  | I could not understand why he was angry upon me           | I could not understand why he was angry with me.        |
| 2  | Our examination begins from 1st May                       | Our examination begins on 1st May                       |
| 3  | You are required to sign with ink                         | You are required to sign in ink.                        |
| 4  | I enquired from him where he lived                        | I enquired of him where he lived                        |
| 5  | Why are you afraid from me?                               | Why are you afraid of me?                               |
| 6  | Have you come in train or by foot?                        | Have you come by train or on foot?                      |
| 7  | My friend is good in Hindi but weak at grammar            | My friend is good at Hindi but weak in grammar          |
| 8  | Those who are jealous from others never get peace in life | Those who are jealous of others never get peace in life |
| 9  | I met him in the way                                      | I met him on the way                                    |
| 10 | I am prepared to say it at his face                       | I am prepared to say it to his face                     |
| 11 | Send this letter on my address                            | Send this letter to my address                          |
| 12 | Open your books on page 20                                | Open your books at page 20                              |
| 13 | It is a quarter to seven in my watch                      | It is a quarter to seven by my watch                    |
| 14 | This book is different than that                          | This book is different from that                        |
| 15 | The students are sitting on their desks                   | The students are sitting at their desks                 |
| 16 | Let us sit down under the shade of a tree                 | Let us sit down in the shade of a tree                  |
| 17 | The teacher is sitting on a chair                         | The teacher is sitting in a chair                       |
| 18 | She was married with a businessman                        | She was married to a businessman.                       |
| 19 | Ceylon is in the South of India                           | Ceylon is to the South of India                         |
| 20 | Copy this letter word by word                             | Copy this letter word for word                          |

D Make a careful study of the following sentences in which the use of the infinitive is erroneous and should be replaced by a preposition followed by a gerund or a noun

Incorrect	Correct
1 He insisted to leave immediately	He insisted on leaving immediately
2 You should refrain to tell lies	You should refrain from telling lies
3 The policeman prevented him to park his car there	The policeman prevented him from parking his car there
4 The invigilator prohibited the student to copy	The invigilator prohibited the student from copying
5 I am confident to succeed	I am confident of success
6 He assisted me to check the accounts	He assisted me in checking the accounts
7 A heavy rush of traffic hindered me to drive fast	A heavy rush of traffic hindered me from driving fast
8 She has a passion to read novels	She has a passion for reading novels
9 You are quite justified to hold that opinion	You are quite justified in holding that opinion
10 He is desirous to go abroad	He is desirous of going abroad
11 He succeeded to win the election	He succeeded in winning the election
12 You are fortunate to have an intelligent and obedient son	You are fortunate in having an intelligent and obedient son
13 I dissuaded him to try for the job	I dissuaded him from trying for the job
14 I take pride to serve my country	I take pride in serving my country
15 There is no harm to try	There is no harm in trying
16 He repents to have wasted his time	He repents of having wasted his time
17 He had no excuse to be absent from the office	He had no excuse for being absent from the office
18 I find no chance to make a profit in this business	I find no chance of making a profit in this business
19 He is bent to harm me	He is bent on harming me
20 He is addicted to smoke	He is addicted to smoking

Exercise 156. Correct the following sentences :

- 1 I do not believe on what you say
- 2 I wrote to him a letter last week.
- 3 There is no use for sending it by post.
- 4 His anger was roused up by his servant's rudeness.
- 5 Where have you been to?
- 6 A modest man never boasts his accomplishments.
- 7 He sincerely attends his duties.
- 8 It is natural for a man to grieve a loss.
- 9 They were talking something, I could not understand what.
- 10 His conduct admits no excuse.

Exercise 157. Correct the following sentences

- 1 Divide this cake in four parts.
- 2 My experience has been opposite than that of yours.
- 3 He took revenge from his enemy
- 4 I prefer him over my other friends.
- 5 They offered a determined resistance against the invaders.
- 6 He is in

the habit to smoke after meals. 7. Am I correct to think that your own brother has betrayed you? 8. He succeeded to drive home the point. 9. You were right to suspect him. 10. You should not persist to have your own course.

Exercise 158. Correct the following sentences

1. Shouldn't we consider it our moral duty to obey to our parents? 2. He forbade me from sitting in the first row. 3. He hopes to return after a week. 4. It is getting late. May I take leave from you? 5. A Commission has been appointed to investigate into the matter. 6. He hesitated in complying with my request. 7. With all his learning he is not respected. 8. In fact he is a broken reed, he is only trying to keep appearances (keep up). 9. He intends on writing a novel. 10. He s ded me in the dispute.

## Section VI

### COMMON ERRORS IN THE USE OF CONJUNCTIONS

214. That. That should not be used before interrogative adverbs or pronouns in Indirect narration.

*Incorrect* He asked me that when he could come to see me.

*Correct* He asked me when he could come to see me.

215. Since. Since shows 'from which time'. It is preceded by present perfect tense (sometimes present indefinite tense) and followed by past indefinite tense.

Three months have passed since he last wrote to me.

It is about a month since I met her.

216. Unless, If. Unless means *if not*. It should not be confused with *if*.

*Incorrect* Unless he does not apologise, he should not be allowed to sit in the class.

*Correct* Unless he apologises, he should not be allowed to sit in the class.

217. Lest. Lest means 'in order that... not'. It always takes *should* with it.

Cover your head properly *lest* you *should* catch cold.

**Note** The clause beginning with *lest* should not be negative.

*Incorrect* Let us catch a taxi lest we should not get late.

*Correct* Let us catch a taxi lest we should get late.

218. Like, as. Like is never used as a conjunction. The correct conjunction is *as*.

*Incorrect* She dresses herself like her mother did.

*Correct* She dresses herself as her mother did.

219. Until, as long as, while. To express time before, we use *until*, to express time *how long* we use *as long as* or *while*.

*Incorrect* Until there is corruption in India, there can be no progress.

*Correct* As long as there is corruption in India, there can be no progress.

*Incorrect* Wait while I come.

*Correct* Wait until I come.

The negative *never* and *not* must be followed by *or* and not *nor*.

*Incorrect* I have never told a lie nor deceived anybody.

*Correct* I have never told a lie or deceived anybody.

**Incorrect** I have not written to him nor spoken to him

**Correct** I have not written to him or spoken to him

**220 Correlative conjunctions** Conjunctions like *although* *yet*, *hardly* *when*, *as* *as* which always go in pairs are called correlative conjunctions. Two points should be carefully noted about them. Each correlative conjunction forms a set formula and has to be used as a whole. No other word can be substituted for any part of it. *Although* must be followed by *yet* and not by *but* or *still*. Secondly, each member of a correlative conjunction should be followed by the same or a similar part of speech. *He not only gave me his books but his notes also* is wrong for in this sentence *not only* is followed by *gave*, a verb whereas *but* is followed by *his*, a pronoun. The correct sentence would be *He gave me not only his books but his notes also*. The use of the following correlative conjunctions should be carefully noted.

**Although** *yet*

*Although* he was hard pressed for money *yet* he did not refuse to help me.

*Although* they had advertised their goods very well, *yet* they did not attract many customers.

**As** *as*

He is as young as he looks to be.

He is not as innocent as he is supposed.

**Both** *and*

Both Mohan and his partner are equally responsible for the rapid progress of this concern.

Both physical development and intellectual maturity are equally important.

**Either** *or*

He is either ignorant or foolish.

You are either ill or worried for your face is looking very pale.

**Neither** *nor*

Neither relatives nor friends offered him any help.

He is interested neither in business nor in a job.

**Hardly** *when*

Hardly had I gone to bed when a thief broke into the house.

She had hardly left the house when it began to rain.

**Scarcely** *when*

Scarcely had he entered the room when the telephone bell rang.

I had scarcely finished my paper when the time was over.

**No other** *than*

No other job than this will suit you.

She had no other qualification than beauty.

**Not only** *but also*

He not only beat me but also abused me.

He lost not only his ticket but his luggage also.

**No sooner** *than*

No sooner was the river in flood than the bridge gave way.

No sooner did the thief see the policeman than he took to his heels.

- So that  
He is so poor that he cannot educate his children properly  
She is so proud that she does not talk to anyone politely
- Such as  
Such a book as you want to write will not find any ready market  
Such a news as this is bound to create panic.
- Such that  
Such was her condition that everybody was moved to pity  
Such was his generosity that nobody left him disappointed
- Whether or  
He has not informed me whether he will be able to attend my marriage or not  
Whether or not I get a taxi, I am going

221 Study the following sentences carefully

Incorrect

Correct

- |    |  |   |
|----|--|---|
| 1  | We cannot say <i>if</i> he will win the election                           | We cannot say <i>that</i> he will win the election                      |
| 2  | I asked him <i>that whether</i> he was willing to accompany me to Bombay   | I asked him <i>whether</i> he was willing to accompany me to Bombay     |
| 3  | Unless our country is not militarily strong our freedom will not be secure | Unless our country is militarily strong, our freedom will not be secure |
| 4  | Although he ran very fast but he did not win the race                      | Although he ran very fast <i>yet</i> he did not win the race            |
| 5  | Walk carefully lest you should not stumble and fall down                   | Walk carefully lest you <i>should</i> stumble and fall down             |
| 6  | He gave me <i>both</i> his books <i>as well as</i> his notes               | He gave me <i>both</i> his books <i>and</i> his notes                   |
| 7  | If he is your friend, <i>then</i> he will surely help you                  | If he is your friend, he will surely help you                           |
| 8  | Because he is kind hearted <i>therefore</i> he is very popular             | Because he is kind hearted he is very popular                           |
| 9  | My watch is superior and more expensive than yours                         | My watch is superior <i>to</i> and more expensive than yours            |
| 10 | <i>Neither</i> the boy is a fool <i>nor</i> a knave, he is just simple     | The boy is <i>neither</i> a fool <i>nor</i> a knave, he is just simple  |
| 11 | Not only he is honest but also sincere                                     | He is <i>not only</i> honest but also sincere                           |
| 12 | When you say so, I must believe you  | <i>If</i> you say so, I must believe you                                |
| 13 | Scarcely he had taken the medicine <i>than</i> he dropped down dead        | Scarcely had he taken the medicine <i>when</i> he dropped down dead     |
| 14 | The poor girl did nothing else <i>than</i> weep                            | The poor girl did nothing else but weep                                 |
| 15 | I will not go until you <i>do not</i> come back.                           | I will not go until you come back                                       |

- |    |   |   |
|----|---|---|
| 16 | He did not speak loudly and clearly   | He spoke neither loudly nor clearly.  |
| 17 | If he is poor, he is honest   | Although he is poor, he is honest   |
| 18 | Why don't you work like I tell you ?  | Why don't you work as I tell you ?  |
| 19 | Lions are both found in Asia and Africa   | Lions are found both in Asia and Africa   |
| 20 | He likes such novels which teach some moral   | He likes such novels as teach some moral  |
| 21 | He is such a man that no one likes  | He is such a man as no one likes  |
| 22 | The choice is between death or dishonour  | The choice is between death and dishonour   |
| 23 | I think him as a silly fellow   | I think him a silly fellow  |
| 24 | In his latest speech, Mr Bhutto has said something different than what he used to say earlier | In his latest speech, Mr Bhutto has said something different from what he used to say earlier |
| 25 | I did not see him since he wrote last   | I have not seen him since he wrote last   |
| 26 | I fear I may fail   | I fear that I may fail  |
| 27 | Directly he comes, I shall go   | As soon as he comes, I shall go   |
| 28 | Now you have come, you will relieve me  | Now that you have come, you will relieve me   |
| 29 | This is the reason I do not help you  | This is the reason why I do not help you  |
| 30 | I doubt that he will come   | I doubt whether he will come  |

Exercise 159. Correct the following sentences

1. He enquired that when I would be able to return his money. 2. Though I have realised that it is a bad bargain but I will not back out of it. 3. If he gives a written apology, then no action will be taken against him. 4. No sooner had he returned when he was off again. 5. Keep him at an arm's length lest you may not repent in the long run. 6. He is both the manager as well as the proprietor of this firm. 7. Both he and his brother were not there. 8. Neither did I go nor he went. 9. If you are to choose between glorious death or shameful life which one would you choose? 10. Students work hard because they may pass.

Exercise 160. Correct the following sentences

1. He took up a different attitude than what he used to take. 2. He is not hard-working or intelligent. 3. He had no choice than to accept our terms. 4. Immediately I saw him, I recognised him. 5. When I punish one I must punish all. 6. The question was that how he had managed to amass such a huge fortune. 7. Not only I passed but I got a first also. 8. Scarcely I said a word than he began to abuse me. 9. This book is as good though cheaper than other books. 10. Make hay when the sun shines.

Exercise 161. Correct the following sentences :

1. Though I am not feeling well still I will go. 2. As he is ill so he cannot come. 3. No other problem except this could be so taxing. 4. Until you remain here the boys will not make a noise. 5. He is such a person that no one can love. 6. No sooner he died his son began to squander away money. 7. When you insult me I must go away. 8. Look sharp lest you may not be late. 9. He did not behave like he should have behaved. 10. She is as beautiful if not more beautiful than her sister.



## Section VII

## COMMON ERRORS IN THE SUBJECT-VERB AGREEMENT

222 A finite verb must agree with its subject in *number* and *person*

*I am satisfied*

*He works regularly*

*The scientists are busy exploring new ideas*

Under the general rule the following cases should be carefully noted

223 **The Error of Proximity** Often a long phrase or even a clause separates the subject from its verb. In such cases, special care is needed to keep in mind the actual subject and to make the verb agree to it

*The cost of all the necessities has gone up*

*The state of affairs in this institution is causing anxiety*

*The information our journal offers to the exporters is very valuable*

*All the books which are lying on my table have been drawn from the library*

**Exercise 162** Insert the correct form of the verb in the blank spaces in the following sentences. The choice is to be made from the two forms given in brackets at the end of each sentence

1. The owner of these factories—very rich (is are)

2. All the students in my class—done well in the examination (has, have)

3. The tallest of the three boys—next-door to me (live lives)

4. The toys that are brought for my child—educative too (is are)

5. The pleasures of nature one can experience at a hill station—beyond description (is are)

224 **The Introductory 'there'** When the subject is the formal 'there', the verb agrees with the real subject that follows it

*There is no certainty of his success*

*There were many difficulties to be overcome.*

**Exercise 163** Insert 'is' or 'are' after 'there' in the following sentences

1. There—eleven players in a cricket team

2. There—an important announcement to be made today

3. There—nothing to fear

4. There—no street lights in our colony

5. There—none to look after the old father

225 **Two or more singular nouns or pronouns joined by 'and'**

(i) If the subject consists of two or more singular nouns or pronouns joined by 'and', it takes a plural verb

*Horace and Sidney were two brothers*

*Calcutta, Bombay, Madras and Delhi are the most important cities of India*

*He and I were entrusted with the job*

(ii) But if the nouns refer to the same person or thing, the verb is singular

*The poet and dramatist is being honoured*

*My friend, philosopher and guide was introduced to the family*

*Rice and curry is his favourite dish*

**Note** The use of the definite article 'the' is important in some of these cases. 'The poet and dramatist' refers to one person who is both a poet and dramatist. Hence, the poet and dramatist is being honoured

'The poet and the dramatist' refers to two persons one of whom is a poet, the other, a dramatist, hence, the poet and the dramatist are being honoured

(iii) When the nouns have practically the same meaning and are placed together for emphasis, they take a singular verb

The honour and glory of our country is at stake

The power and influence of Mahatma Gandhi was tremendous

(iv) When the nouns express a single idea, they take a singular verb

Time and tide waits for none

Peace and prosperity is our ideal

226 With, as well as, not only but also

(i) When the subject consists of two nouns or pronouns joined with 'with' or 'as well as', the verb agrees with the first of them

All the passengers, with the driver, were killed in the accident

The President, with all the members of the Cabinet, was present at the Republic Day celebrations

Good students as well as good staff are necessary to show good result

I as well as they am tired of this work

(ii) When two subjects are connected with not only but also, the verb agrees with the latter subject

Not only the master but his servants also are hard at work

Not only the soldiers but their captain also has been captured

227 Either or, Neither nor When two subjects are connected with 'either or' or 'neither nor', the verb agrees with the latter subject

Either the section officer or the assistant is responsible for this error

Neither you nor I was selected

If one of these subjects is plural, it is usual to take a plural verb and put the plural subject nearest the verb

Neither the moon nor the stars are shining today

228 Either, Neither, Each, Everyone, One of the, None

(i) Either, neither, each, everyone, one of the, take a singular verb

Either of these two applicants is fit for the job

Neither of the two books was found useful

Each of these two shops is doing good business

Everyone of these workers is a trained technician

One of these students is sure to win distinction

(ii) Nouns qualified by each and every one when joined by 'and' take a singular verb

Every boy and every girl in this class pursues at least one hobby

(iii) None When none refers to amount or quantity it takes singular verb

None of the food was wasted

If 'none' means 'not a single one', it is singular and takes singular verb.

None of these books has taught me anything worthwhile.

When none means 'not any', it takes a plural verb.

None of these letters have been answered so far.

**Exercise 164.** Fill in the blanks with one of the two words given in brackets at the end of each sentence

- (a) 1 Iron and coal—useful for industry (is, are)  
 2 Honour and glory—no charm for him (has, have)  
 3 The sum and substance of the poem—given below. (is, are)  
 4 Slow and steady—the race (win, wins)  
 5 The horse and carriage—waiting at the door (is, are)  
 6 To make a promise and then not to keep it—disgraceful (is, are)
- (b) 7 Not only the workmen but the supervisor also—been dismissed.  
 (has, have)  
 8 The workmen as well as the supervisor—been dismissed (has, have)  
 9 The workmen, with their supervisor —been dismissed (has, have)  
 10 Money as well as men—required for an organisation to be strong  
 (is, are)  
 11 Not only the flower plants but the grass also—withered (has, have)  
 12 The king with the Queen and the other members of the Royal family—  
 present (was, were)
- (c) 13 Either you or he—mistaken (is, are)  
 14 Neither he nor his servants—aware of the danger (was, were)  
 15 Neither the judge nor the witnesses—him to be innocent. (believe,  
 believe)
- (d) 16 Either of these two proposals—acceptable to me (is, are)  
 17 Each of these two laboratories—well-equipped (is, are)  
 18 None but the brave—the fair (deserve, deserves)  
 19 One of my friends—the proprietor of this factory (is, are)  
 20 Everyone of the arrested men—confessed his guilt. (has, have)

229. (i) Much, More, Little, Less When these adjectives are used as nouns, they take a singular verb.

Much of their glory *has* faded away.

More than half a century *has* passed since this city was made the capital

Little more than bare minimum *was* available

Nothing less than half the amount *was* wasted

(ii) Many a. 'Many a' is followed by a singular verb

Many a new plan *has* come to my mind.

Many a battle *was* fought on the soil of India.

(iii) A lot of, A great deal of, Plenty of, Most of, Some of All these take a singular verb when they refer to amount or quantity but a plural verb when they refer to number

A lot of work *remains* to be done

A lot of people *have* turned up for the show.

Plenty of books *are* available on this subject

Plenty of information *was* given to me at the tourist office.

(iv) The Majority of 'The majority of' can be used only for number and takes a plural verb.

The majority of these boys *like* crime thrillers

(v) Number, Variety If these two words are themselves used as subjects, they take a singular verb

The number of admissions *is* very encouraging

Variety *is* the spice of life

However, if they are used with another plural noun, they take a plural verb.

A large number of boys *were* present.

A variety of exhibits *were* shown.

**Exercise 165** Fill in the blanks with one of the two words given in brackets at the end of each sentence

- 1 A lot of money—needed to renovate this hall (is are)
- 2 Much of your success—upon your own efforts (depend depends)
- 3 Most of these books—outdated information (give gives)
- 4 Many a man—succumbed to temptations (has have)
- 5 The majority of voters—voted for the Congress candidate (has have)
- 6 Little more than a few facts—known about Shakespeare's life (s are)
- 7 Some of my burden—already been reduced (has have)
- 8 A variety of flowers—growing in the garden (were was)
- 9 The variety of flowers—the eye (please pleases)
- 10 Nothing less than two hundred rupees—needed to satisfy the current needs (is are)
- 11 The number of visitors—much larger than expected (was were)
- 12 A number of beautiful paintings—on view (s are)
- 13 There—plenty of room in the back row (is are)
- 14 A good deal of useful material—already been consumed (has have)
- 15 A good deal of useful medicines—being sold in the black market (s are)

### 230 Nouns Plural in Form but Singular in Meaning

(i) Some nouns which are plural in form but singular in meaning take a singular verb. Such nouns in particular include the names of various branches of learning and the names of diseases.

He may be a good writer but politics is his forte.

Mathematics is my favourite subject.

Economics is a very profitable study.

**Notes 1** When Mathematics means mathematical calculations and 'economics' means economic facts, the words are plural.

If my mathematics are correct you owe me above seven hundred rupees.

The economics of the situation have been discussed in great details.

2 Some more nouns plural in form but singular in meaning are Summons, Physics, Mechanics, Statics, Dynamics, Ethics, measles, mumps, billiards.

(ii) Pains Means. Pains, means can be treated either as singular or as plural but the construction must be consistent.

Much pains was taken to establish these facts.

Great pains have been taken.

The means employed by you is inadequate.

All possible means have been tried.

**Note** 'Means' in the sense of income always takes a plural verb.

His means are ample.

(iii) when a plural noun is the name of a book or a country, it takes a singular verb.

Gulliver's Travels was written by Swift.

The United States is highly advanced in science.

(iv) When a plural noun denotes some specific quantity or amount considered as a whole, it takes a singular verb.

Ten miles is a long distance to cover on foot.

Twelve dozen makes a gross.

Three-fourths of the work has been completed.

231 Nouns Singular in Form but Plural in Meaning. Nouns which are singular in form but plural in meaning take a plural verb.

Many people have lost their lives in the riots.

The cattle are grazing.

**Note.** Other such nouns are cannon, swine

### Class Nouns

232 Class nouns such as food, clothing, furniture, crockery, cutlery, stationery are singular and take a singular verb

Our old furniture *has* been disposed of

The cutlery of Aligarh *is* famous all over the country.

233 A pair of 'A pair of shoes', 'A pair of scissors', etc., are treated as singular

This pair of scissors *belongs* to me

A pair of shoes *is* lying under the table.

But if we omit 'a pair of' and merely use the plural word, it takes a plural verb

His shoes *are* worn out

These scissors *belong* to me

### 234 Collective Nouns

Collective nouns (group, crowd, army, committee, jury, assembly, herd, etc.) take a singular verb when considered as a whole

The committee *has* passed the resolution unanimously

A flock of sheep *was* grazing in the field

But when we do not think of the group as a whole but of its members individually, a plural verb is needed

The committee *were* divided in their opinion

A flock of sheep *were* straying all over the road

But whether a plural or a singular verb is used, we must be consistent in construction of the sentence

The committee *has* issued its report

The jury *were* divided in their opinion

### 235 Relative Pronouns as Subjects

When the subject of a verb is a relative pronoun, the verb agrees with the antecedent of the relative

I, who *am* your friend, should have been taken in confidence

I *am* the person who *has* always stood by you

This *is* one of the best novels that *have* been published this year

**Exercise 166.** Fill in the blanks with one of the words given in brackets at the end of each sentence

- 1 This is one of the most difficult papers that—ever been set (has, have)
- 2 I, who—being held responsible for the whole episode, had actually no hand in it (is, am, are)
- 3 You, who—expected to come earliest, did not even turn up (was, were)
- 4 I am one who—always prayed for your welfare (has, have)
- 5 He is one of the best politicians that—ever lived (has, have)

**Exercise 167.** Fill in the blanks with one of the two words given in brackets at the end of each sentence

- 1 Not only the boys but their teacher also—praise (deserve, deserves)
- 2 Each of the suspected men—arrested (was, were)
- 3 The ship with its crew—lost (was, were)
- 4 My spectacles—been lost (has, have)
- 5 A pair of spectacles—lying on the table (is, are)
- 6 A summary of the argument given by different speakers—been prepared (has, have)
- 7 A lot of time—already been wasted (has, have)
- 8 None of his speeches—been appreciated. (has, have)

- 9 Neither praise nor blame—to affect him (seem, seems)  
 10 A series of lectures—delivered by him (was were)

Exercise 168 Fill in the blanks with one of the two words given in brackets at the end of each sentence

- 1 Much of our labour—gone waste (has, have)  
 2 Every boy and every girl—given a prize (was were)  
 3 Little more than this—expected from such a fool as he is (was, were)  
 4 The ebb and flow of the tides—explained by Newton (was, were)  
 5 There—present Mr Sharma and Mr Gupta (was were)  
 6 The introduction of tea and such other beverages—not been without effect (has have)  
 7 Neither good accommodation nor market facilities—available there (is, are)  
 8 The very scheme and plan of his life—from that of the other men (differ differs)  
 9 The number of visitors—much larger than expected (was, were)  
 10 Early to bed and early to rise,—a man healthy wealthy and wise (make makes)

Exercise 169 Correct the following sentences

- 1 The sudden rise and fall of the prices make business uncertain 2 One of the other of these fellows have stolen the goods 3 The wages of sin are death.  
 4 Usha, and not her other sisters have come 5 All possible means has been tried 6 Every man, woman and child in the house on fire have been saved  
 7 Two and two makes four 8 The strain of all the difficulties and vexations and anxieties were more than necessary 9 It is you who has done this mischief  
 10 Many a soldier were killed in the battle

Exercise 170 Correct the following wherever necessary

- 1 One of the best architects in town have been given the contract 2 Every one of these machines have been thoroughly checked 3 The majority of students is expected to pass 4 Industry as well as intelligence is essential for success.  
 5 Fifty kilograms is a huge weight 6 Two-fifths of the property are set apart for charitable purposes. 7 A bunch of flowers was presented to the chief guest  
 Politics are a game of scoundrels in the words of Dr Johnson 9 Bad means vitiates the end 10 The robber, with his followers have been captured

## Section VIII Miscellaneous Errors including Ambiguities and Indianisms

- |  |  |
|--|--|
| I hope you are <i>keeping</i> good health                    | I hope you are <i>enjoying</i> good health           |
| These days he is <i>enjoying</i> bad health.                 | These days he is <i>keeping</i> bad health           |
| There are many <i>females</i> in the bus                     | There are many <i>women</i> in the bus               |
| <i>The male members</i> of my family are all employed        | <i>The men</i> in my family are all employed.        |
| Many <i>homes</i> are lying vacant                           | Many <i>houses</i> are lying vacant                  |
| Are you going to your <i>house</i> straight from the office? | Are you going <i>home</i> straight from the office?  |
| The <i>roads</i> of this town are narrow.                    | The <i>streets</i> of this town are narrow.          |
| Let us sit in the <i>shadow</i> of the tree                  | Let us sit in the <i>shade</i> of the tree.          |
| How many <i>individuals</i> were present in the meeting?     | How many <i>persons</i> were present in the meeting? |
| He <i>made</i> an interesting lecture                        | He <i>delivered</i> an interesting lecture.          |
| My leg is <i>paining</i>                                     | I am <i>feeling</i> pain in my leg                   |

The captain of our team *made* four goals

See this word in the dictionary  
Please send the reply on the address given below

Our parents may be *resenbled* to a tree which gives cool shade

He is *enough* educated

Have you *gten* the test ?

Yesterday our teacher *took* our test

Have you written him any letter

A dog is very faithful to *it's* master

I am *your's* affectionate son

He asked *from* me that I had gone there or not

He never *hears* my advice

Please remind me *this*

The train will arrive *just now*

I can depend upon your help, *isn't it* ?

He *isn't* related to you, *isn't it* ?

I *reque t* your favour of granting me three days' leave

He always *says* the truth

It is a bad habit to *speak* lies

Do you know *to* play the harmonium ?

Are you a member *in* the committee ?

I will spend my remaining life in the village

They are *pulling* on well

The river has *overflown* its banks

He was appointed *on* the post

Wanted a nurse for a baby, well qualified and not over twenty five

He has never and will never betray a friend

I ordered *to* him to leave the room

Last but not *the least*, we have to discuss the problem of over-population.

The captain of our team *scored* four goals

Look *up* this word in the dictionary  
Please send the reply *to* the address given below

Our parents may be *compared* to a tree which gives cool shade

He is *sufficiently* educated

Have you *taken* the test

Yesterday our teacher *gave* us a test

Have you written *to* him any letter ?

A dog is very faithful to *its* master

I am *your* affectionate son

He asked me *whether* I had gone there or not

He never *listens* to my advice

Please remind me of *this*

The train will arrive *shortly*

I can depend upon your help, *can't I* ?

He *isn't* related to you, *is he* ?

I request the favour of your *granting* me three days' leave

He always *speaks* the truth

It is a bad habit to *tell* lies

Do you know *how* to play the harmonium ?

Are you a member *on* the committee ?

I will spend *the rest* of my life in the village

They are *getting* on well

The river has *overflowed* its banks

He was appointed *to* the post

Wanted for a baby a nurse, well qualified and not over twenty five

He has *never* betrayed and will never betray a friend

I ordered him *to* leave the room

Last but not *least*, we have to discuss the problem of over population.

Please address this letter to  
 Mr R L Chopra *Eso*  
*C ties* after *cities* fell  
 I have applied for *leave* of two  
 days  
 What is the use of Munir going  
 there ?  
 This water is good for *drinking*  
 What to speak of fruit, they had  
 not even food to eat  
 He is a boy of *ten years old*  
 He is always ready to *pick up*  
 quarrels  
 He *did* many mischiefs  
 You should return home *before*  
 two hours  
 All the patients have been ad-  
 mitted and received attention  
 It is exact five in my watch  
 I *bow* down to your will  
 She is not as efficient and ener-  
 getic now as she was five years  
 before  
 What to do ?  
 I will dine with them on next  
 Sunday ?  
 Due to illness I cannot attend  
 my office today  
 His illness was owing to over-  
 work  
 He went to school but returned  
 back immediately  
 He worked for *one and a half*  
 hours  
 Supposing if he fails, what he  
 will do ?  
 One cannot be too careful about  
 what he says  
 Misfortunes when faced bravely  
 and man'y become less trouble-  
 some  
 Not unoften I have asked him  
 to speak truth  
 Aeroplanes carry out letters and  
 passengers from one place to  
 another  
 Who *hanged* this picture on  
 the wall ?

Please address this letter to Mr  
 R L Chopra  
 City after city fell  
 I have applied for two days' leave  
 What is the use of Munir's going  
 there ?  
 This water is good to drink  
 Not to speak of fruit, they had not  
 even food to eat  
 He is a boy of ten  
 He is always ready to pick quarrels  
 He made much mischiefs  
 You should return home within  
 two hours  
 All the patients have been admit-  
 ted and have received attention  
 It is exact five by my watch  
 I bow to your will  
 She is not as efficient and energetic  
 now as she was five years ago  
 What am I to do ?  
 I will dine with them Sunday next  
 Owing to illness I cannot attend  
 my office today  
 His illness was due to overwork  
 He went to school but returned  
 immediately  
 He worked for one hour and a half  
 hours  
 Supposing (or if) he fails, what  
 will he do ?  
 One cannot be too careful about  
 what one says  
 Misfortunes when faced bravely  
 and manfully become less trouble-  
 some  
 Not unoften have I asked him to  
 speak the truth  
 Areoplanes carry letters and  
 passengers from one place to an  
 other  
 Who hung this picture on the wall ?



I saw the principal *shortly*

I am *laid down* with fever  
Four *fif h* of the area is under water

I have just received your letter and thank you for *the same*

I have great pleasure to *certify* it

I *u ll* be drowned and nobody *shall* save me

I got *passing* marks

All kinds of good things are *exi ted* here

He is *hab tuated* to smoking

*According to my opinion* he is right

Could you please *open* this knot for me?

When *five years old*, his father died

I made him to *do* this work

He got *nearly cent per cent* marks in every subject

I want to know as to why he left

In spite of all his faults I cannot *l elp* but like him

What are your *future prospects* in this line?

No one *complained* against him

I am *keen* to go there

We are responsible to God for our *works*

If I fail in this I will give the next *examination*

We must *revenge* our enemy

I wonder why he is leaving his *service*

*Yesterday* a pickpocket *cut* my pocket

He is a *coward man*

You are advised to repeat this lesson *again*

He denied that he *was not* a thief

The subject of his essay is about India's Defence Problems

This book comprises of ten chapters

I saw the Principal *a short while ago*

I am *laid up* with fever  
Four *fifths* of the area is under water

I have just received your letter and thank you for it

I have great pleasure in *certifying* it

I *shall* be drowned and nobody *will* save me

I got *pass* marks

All kinds of good things exist here

He is addicted to smoking

*In my opinion (or according to me)* he is right

Could you please *untie* this knot for me?

When he *was five years old*, his father died

I made him *do* this work

He got *nearly full marks* in every subject

I want to know why he left.

In spite of all his faults I cannot but like him

What are your *prospects* in this line?

No one *complained* against him

I am *keen* on going there

We are responsible to God for our *deeds*

If I fail in this examination, I shall take the next *one*

We must take *revenge* from our enemy

I wonder why he is leaving his *job*

*Yesterday* a pickpocket *picked* my pocket

He is a *coward*

You are advised to repeat this lesson

He denied that he *was* a thief

The subject of his essay is India's Defence Problems

This book comprises ten chapters

She is a hardworking girl, so  
*you are*  
 I take this opportunity to thank  
*you*  
 We had to undergo great many  
 difficulties  
 How are you going on with your  
 work ?  
 He is my fast enemy  
 The above remarks apply to all  
 of us  
 He has left his studies  
 This custom has been prevalent  
 among us from times imme-  
 morial  
 I am looking forward to meet  
 you  
 I regard him my brother  
 What is the cost of this camera ?  
 He is very proudy of his wealth  
 I saw a dead horse walking ac-  
 ross the field  
 He saw a strange dream last  
 night  
 He behaved cowardly  
 It is a true fact  
 Collegiates are fond of pic-  
 tures  
 This news was broadcasted last  
 evening  
 He wants as many as five kilo-  
 grams of sugar  
 He robbed my money  
 He is my immediate neighbour  
 Now the ecoromical condition  
 of India is quite sound  
 The prisoner was set at freedom  
 Open the tenth page of your  
 book  
 Nothing but novels please him  
 I am too glad to see you looking  
 so well  
 He filled water in the pot  
 He informed his programme to  
 me  
 He went to foreign for higher  
 studies  
 He has obtained an employment  
 I have over two thousand five  
 hundred rupees in the bank  
 He demanded for a reduction  
 in price.

She is a hardworking girl, so *are*  
*you*  
 I take this opportunity of thanking  
*you*  
 We had to undergo a great many  
 difficulties  
 How are you getting on with your  
 work ?  
 He is my bitter enemy  
 The remarks given above apply to  
 all of us  
 He has discontinued his studies  
 This custom has been prevalent  
 among us from time immemorial  
 I am looking forward to meeting  
 you  
 I regard him as my brother  
 What is the price of this camera ?  
 He is very proud of his wealth  
 I saw a dead horse as I was walk-  
 ing across the field  
 He had a strange dream last night  
 He behaved in a cowardly manner  
 It is a fact  
 Co legians are fond of pictures  
 This news was broadcast last even-  
 ing  
 He wants as much as five kilograms  
 of sugar  
 He robbed me of my money  
 He is my next door neighbour  
 Now the economic condition of  
 India is quite sound  
 The prisoner was set at liberty  
 Open your book at page ten  
 Nothing but novels pleases him  
 I am very glad to see you looking  
 so well  
 He filled the pot with water  
 He informed me of his programme  
 He went abroad for higher studies  
 He has obtained a job  
 I have over two thousand and five  
 hundred rupees in the bank  
 He demanded a reduction in price

He worships the God and loves the nature

He is a noted dacoit

I brought the books home which I purchased from the market

I have come to a final conclusion

Starvation stared at our face

Do you wish me to teach you or the Principal?

You deserve to be awarded for your hard work

His house was put on fire

The tree was loaded with fruit

The necessities of life are very expensive these days

I lived there for five days

You earn as much but save more than me

The teacher forbade the boys not to talk

What sort of a man is he?

He has lost match for his rival.

You may rely on us doing our utmost

Who are you referring to?

Sixty miles are a long distance

Every scientific invention has proved much harmful to society than beneficial

People do not save money like they used to

She was obliged to hurriedly send for the doctor

What have you been doing all these years, I fail to understand

My views are different than you

He worships God and loves nature

He is a notorious dacoit.

I brought home the books which I had purchased from the market.

I have come to a final decision (or to a conclusion)

Starvation stared us in our face

Do you wish me or the Principal to teach you?

You deserve to be rewarded for your hard work

His house was set on fire

The tree was laden with fruit.

The necessities of life are very expensive these days

I stayed there for five days

You earn as much as but save more than I

The teacher forbade the boys to talk

What sort of man is he?

He has lost the match to his rival

You may rely on our doing our utmost

Whom are you referring to?

Sixty miles is a long distance

Every scientific invention has proved more harmful to society than beneficial

People do not save money as they used to

She was obliged hurriedly to send for the doctor

I fail to understand what you have been doing all these years

My views are different from yours

## Miscellaneous Exercises

Correct the following sentences

Exercise 171 1 The wages of sin are death 2 You have played instead of worked 3 Let each of us go there in their turns. 4 I object for your saying that. 5 I informed the matter to him and he having got the information was too much surprised 6 My lodging is comfortable and the rent is cheap but the fooding costs a great deal 7 I wish I was dead 8 I am strong enough to look after me 9 The train was running in time 10 He is devoted to gambling

Exercise 172 1 He is determined in running him 2 I have a brother which have a high post in Punjab 3 There is more than one fault in this essay 4 They persisted to do what they know to be wrong 5 This is the most remarkable case of all others 6 The teacher asked the students that why so many of them came without books 7 I will lose all my hardly earned money if I were to make the investment 8 Do you know who you are speaking? 9 This man is too clever, and will therefore surely succeed 10 I shall certainly write to you when I shall reach New Delhi

**Exercise 173** 1 I have travelled all over the Europe last year 2 I will fight you with tooth and nail 3 I have no pen to write the letter 4 I saw a poor man, when I was in the city, begging in the streets 5 He was either trained at a University or at a public school 6 I went to the station to meet the 8 o'clock train which is very close to my house 7 He was very angry upon me and prohibited me not to go to him any more 8 The man with his children were arrested but none of them were placed before the magistrate for trying 9 He is one of the most stupidest boy I have ever behold 10 Until you will remain idle you will make no progress

**Exercise 174** 1 Can I look at your book? 2 We heard of him having met with an accident. 3 Such students will be allowed to compete who have passed the higher secondary examination 4 The schoolmaster and the inspector were present there 5 The boy denied to take the money 6 Between you and I, there is much reason in what he says 7 I found my brother lying senselessly on earth 8 You have given false witness 9 No sooner he finished his speech when the clapping began 10. The socialist party is as good if not better than any political party

**Exercise 175** 1 Too great a variety of dishes confuse one 2 Scarcely he had reached the school, the rain set in 3 The climate of this country is as good as England 4 When I went to his house I found that he had been died by cholera 5 The poet describes about the autumn season 6 Of the two countries Russia and America the last is most friendly towards India 7 He is the friend, the philosopher and the guide to me 8 I was wondered to see an unconscious man in the street with his legs stretched 9 The master sent a message to Govind that you are to come but he denied 10. The Allies have won the battle in 1945

**Exercise 176** 1 He enjoys bad health as well as wealth 2 They are both fond of one another 3 I am sick for three days therefore I am absent from school and he is angry on me 4 It was a long time since I have not received any letter from you. Why you are so lazy in writing? I am fearing that you might not be ill 5 My father told, 'My circumstance is not so good. How I can give you expense of fooding and study in Delhi?' 6 These facts have no bearing to the matter at hand 7 When I enquired him the health of his family members, he replied me that my eldest son has cough 8 I hear the mayor has or is soon to arrive 9 The welfare of the soul is surely more preferable than the body 10 This book was written by a patient and an acute observer

**Exercise 177** 1 Neither the manager nor I were responsible for the delay 2 He is proposed this change in procedure 3 He made the entries more fast than his companion 4. A large amount of notes were missing

**Exercise 178** 1 In crossing the street the bus knocked him down 2 Woolfen women's stockings sold here 3 All the girls were in tears and brown dresses 4. The moon shone on the lake suspended like a lantern in the sky

**Exercise 179** The chief export are coal, iron and oil 2 He dislikes me reading in bed 3. Neither my friends nor I are coming to the show 4 Ten week's salary have been paid 5 He was ordered to quickly go away 6 If anyone thought so, they were wrong 7 I am much stronger than a year ago 8 Banging the door the house shook

**Exercise 180** 1 No sooner had he finished when there was a loud bang 2 My friend's essay is superior than that of any one else in class 3 I am aware who you mean 4 Neither my friends nor my cousin were permitted to enter 5 Every child will be given their lunch packet. 6 Having removed what was wanted, the safe was left open 7 There is nothing so useful or more encouraging than your support 8 I would always fight for my country even if I am put in the most hazardous positions 9 The population of our town is greater than theirs 1)

**Exercise 181** 1 Neither of them were prepared for the task 2 He is the tallest of the two boys 3 Who did you talk with? 4 Being the student of Christian College I was invited to attend the function 5 Nobody offered to give up their seat to me

**Exercise 182** 1 The tallest of the two trees have been cut down 2. One must not go back on his words. 3 I divided the prizes between four people 4 The

bread and butter were placed on the table 5 Suffice to say that he is a good man. 6 The number of students declared eligible in the intermediate examination are large

Exercise 183 1 We must not allow the climate to interfere with our plans. 2 I shall never allow such a letter to be sent under my signature 3 He does not work hard like his brother did 4 The job turned out to be very different to what he had thought it to be 5 After scrambling up this steep ascent, the mountaineers decided to rest for a while 6 Passengers are requested to refrain from travelling as far as possible during the rush hours 7 He raced quickly down the street 8 Ramamurthy and I have a mutual friend in Delhi 9 If one wishes to drive a car you must obtain a driving licence

Exercise 184 1 Of the two schemes put forward by the Government, I think this is the one most likely to succeed 2 The meeting had hardly opened than the trouble began 3 He would be much more happier in another job 4 I determined to hit him but not being ready with my fists he hit me first 5 Your favour to hand, and we shall look forward to your visit on the 15th ultimo with the greatest pleasure

Exercise 185 1 He is always complaining about his grades although he does nothing to improve them 2 It often makes one tremble at the sight you see 3 Today is as hot if not hotter, than any day this summer 4 Statistics show that men like their studies better than women 5 Walking across the street a truck knocked him down 6 This book is too interesting 7 I have and always will say that he is innocent 8 When at a party, a man should show respect and attention to his host 9 His chief weaknesses are that he expects too much, being unwilling to put forth the necessary efforts, and not accepting criticism 10 Upon completion of my programme, I am informed that all the sections I wanted had been closed

Exercise 186 1 May I now take your leave 2 Those two brothers are quarrelling again each one wants the cake and neither of them have any manners 3 They are always fighting one another 4 He comes late often to school 5 You should not have violated against the rule 6 This horse as well as that one are for sale 7 I insisted to have my fee paid 8 He speaks as if he has known me for a long time 9 No sooner had the meeting ended when the crowd dispersed

Exercise 187 1 Give me food and lodging 2 I seldom or ever make a mistake 3 Ram availed of my offer 4 Thy necessity is greater than that of mine 5 Shyam preferred to read than to write 6 He denied that he was not a thief 7 He felt pity on all who were in trouble

Exercise 188 1 The child is sick in appearance 2 He lost his heart because he could not cope up with the difficulties in life 3 Being a good article we can publish it 4 His character and conduct have not been well 5 He said that honesty was the best policy 6 Ten of the pictures I have already disposed them off 7 I tried hard to make friendship with him 8 I never doubt his voracity for he always tells the truth 9 They ran away on seeing the lion in great fear 10 A hammer, with some nails, and a few other tools, was all that he used to mend the boat

Exercise 189 1 None of these five boys have done the homework. 2 I enquired of him that why he is so negligent in his studies 3 I congratulate you for your success in the examination 4 Rama as well as his servants are working in the garden 5 Many a rich man have been ruined by speculation 6 He cannot come to college today as he is sick 7 It is no use finding fault at everything

Exercise 190 1 My children cannot endure my separation 2 I have finished three fourths of this book 3 He sold three dozens mangoes 4 You must secure at least passable marks 5 This book comprises of five sections. 6 Until you remain restless you cannot concentrate 7 His both hands have been injured. 8 She always puts on a white sari 9 She sang very well, isn't it? 10 He has been sick for three years now

Exercise 191 1 I was trying to find a place where I could have parked my car 2 He is one of the most brilliant man of our country 3 He did nothing but laughed 4 The people of this state has decided to support him 5 Being an excellent actor, Dilip Kumar is much popular 6 I care a fig for him

## ★ Words Often Confused

**Abjure—to renounce :** He abjured all his rights to kingship.

**Adjure—to appeal :** The chairman adjured the members to be restrained

**Abstain—from a thing :** You should try to abstain from strong drinks and try to lead a temperate life

**Refrain—from an action :** If only people could refrain from speaking ill of others, this world would be a more agreeable place to live in

**Accept—to agree, to take .** He refused to accept my invitation.

**Except—exempt, save :** Every student except Suresh passed the examination with less than fifty per cent marks

**Access—approach .** A democratic leader ought to be easy of access.

**Excess—more than enough .** If you drink in excess, it will injure your health.

**Accessory—a helper in any act** Can you deny that you have been an important accessory in hatching this conspiracy ?

**Accessory—additional :** Let us discuss the main issue ; the accessories can be thrashed out later on.

**Accident—an unexpected happening usually tragic in nature :** The train accident took a heavy toll of life.

**Incident—a minor event :** He related to us some interesting incidents of his life.

**Adapt—to suit, to adjust :** Unless you can adapt yourself to your circumstances, you cannot lead a contented life.

**Adept—skilled .** Those who are adept in the art of flattery make a rapid progress in their life.

**Adopt—to take up :** You should not adopt unfair means even if you fail.

**Adverse—contrary, hostile :** He is very sensitive to adverse criticism.

**Averse—unwilling, reluctant :** I am quite averse to taking non-vegetarian dishes.

**Affect—to pretend :** In order to escape the wrath of his father, he affected ignorance of the whole affair.

—to produce material effect : Overwork affected his health.

**Effect—n result :** He is so hot-headed that no advice produces any effect on him.

—v. to produce or accomplish : I have effected the necessary changes in the time-table.

**Air**—*Fresh air is good for his health*

**Ere**—*before*    *Ere he left for England he was engaged to marry Susan.*

**Heir**—*One who inherits*    *When a king dies his son is the heir to the throne*

**Alimentary**—*concerning food and digestion*    *She fed of cancer in her alimentary canal*

**Elementary**—*connected with the fundamentals*    *This book deals with only the elementary principles of physics*

**Allude**—*to make an indirect reference*    *In her speech the Prime Minister alluded to some of the highly uncharitable remarks made by the members of the Opposition*

**Elope**—*to escape secretly*    *The culprit eluded the police for a very long time*

**Allusion**—*indirect reference*    *There are too many typical allusions in the plays of Ben Jonson*

**Illusion**—*a deceptive appearance*    *Many Indian philosophers are disposed to think that life is an illusion*

**Altar**—*place of worship*    *He knelt before the altar and confessed his sins*

**Alter**—*to change*    *You should alter your way of speaking*

**Alternate**—*by turns*    *I go to hospital on alternate Saturdays*

**Alternative**—*other choice*    *You have no alternative but to study hard day and night*

**Alteration**—*change*    *The legislative assembly suggested alterations in the bill*

**Altercation**—*quarrel*    *There was altercation among the members of parliament over the issue of the increase in prices*

**Amiable**—*lovable, sweet*    *She wins everyone's admiration with her amiable nature*

**Amicable**—*friendly*    *It would be an illusion to think that India and Pakistan could ever be on amicable terms*

**Answer**—*we answer a question*    *In the examination, your answers should be brief and relevant*

**Reply**—*we reply to a letter, an assertion or a statement*    *He is very lazy in replying to the letters I write to him*

**Antipathy**—*dislike*    *You have not been able to progress on account of your antipathy for manual labour*

**Apathy**—*indifference*    *In almost all the government offices, we can see a general apathy towards work*

**Apposite**—*suitable*    *His interpretation of the poem is not very apposite*

**Opposite**—*contrary*    *His arguments are the opposite of mine*  
—*in front of*    *There is a hotel right opposite to her house*

**Appraise**—*to estimate, to judge*    *It is difficult accurately to appraise someone's worth*

**Apprise**—*to inform*    *The Principal has been apprised of the whole situation*

- Appreciable**—*that which can be estimated* No appreciable progress has been made
- Appreciative**—*estimating justly, full of appreciation* The students are highly appreciative of your way of teaching
- Apprehend**—*to arrest* Last month many persons were apprehended under Defence of India rules
- Comprehend**—*to understand* The audience failed to comprehend his speech
- Approval**—*the act of showing satisfaction* You have my full approval of this plan
- Approbation**—*praise* I need nobody's approbation to decide what I have to do
- Ardent**—*fiery, enthusiastic* Many an ardent follower of Marx does not even know what Marxism is
- Arduous**—*difficult* To attain salvation is quite an arduous task
- Artful**—*clever cunning* We could easily see through his artful schemes
- Artificial**—*not natural* The Punjab has a highly efficient artificial system of irrigation
- Artist**—*one who practises a fine art* Painters poets and musicians are artists
- Artisan**—*one who practises a handicraft* Carpenters and blacksmiths are artisans
- Ascent**—*climbing up* This hill has both a dangerous and steep ascent
- Assent**—*consent* No bill can be passed without the assent of the President
- Aspire**—*to desire eagerly* We all aspire after worldly pleasures
- Expire**—*to come to an end* The insurance of the car will expire on 31st March
- Assay**—*v to test, n evaluation* Our examinations do not provide a fair assay of a candidate's capabilities
- Essay**—*a literary composition* Bacon is considered to be the father of the English essay
- Assure**—*to convince* I assured him of my sincere help
- Insure**—*to guard against loss* You must get your house insured against fire
- Attenuate**—*to make slender or thin* Heavy taxation has attenuated the public
- Extenuate**—*to lessen guilt by offering an excuse* Nothing can extenuate the seriousness of this offence
- Aught**—*anything* If there is aught I could do for you please feel free to write to me
- Ought**—*should* One ought to abide by the promise one makes
- Avocation**—*subordinate occupation usually for pleasure* He is a lecturer and fiction writing is his avocation
- Vocation**—*occupation* His vocation is painting but it does not bring him enough money to make both ends meet



- Award**—*something that is conferred or bestowed* Param Vir Chakra is an award given for gallantry in war
- Reward**—*something that is given in return for good or evil done or received* The peon was suitably rewarded for his honesty
- Bail**—*security* The magistrate was willing to release him on bail of ten thousand rupees
- Bale**—*bundle* Someone carelessly threw a lighted cigarette and hundreds of bales of cotton lying on the platform caught fire
- Banish**—*to remove from a country not necessarily one's own* The Jews were banished from Germany
- Exile**—*to remove from one's own country* Lord Rama was sent to fourteen years' exile
- Bare**—*naked* The farmers have to work bare headed in the sun
- Bear**—*carry* I don't bear you any grudge  
—*endure* He is such a nuisance that I can't bear him
- Beneficial**—*useful* A fall in the prices of the necessities will be really beneficial to the poor
- Beneficent**—*kind* He is so beneficent that he denies no one anything
- Berth**—*place of sleep* You have to travel a long distance, why don't you get a berth reserved?
- Birth**—*We have recently seen the birth of a new nation*
- Beside**—*by the side of* We sat beside the fire place and gossiped till midnight
- Besides**—*in addition to* Besides giving me books, he wrote notes for me
- Boar**—*a wild pig* As soon as I stepped into the forest, I saw a boar staring at me
- Bore**—*suffered* She patiently bore the ill treatment of her husband
- Brake**—*device for stopping* The brakes of the cycle failed, so it dashed into a car
- Break**—*to destroy* The maid broke a pile of plates
- Bridal**—*relating to a wedding* We were invited to a bridal feast
- Bridle**—*headgear for an animal* You can't control a horse with out a bridle  
—*to control* Briale your tongue
- Calendar**—*a table that gives the days and dates of a year* Could you find out from the calendar if the 15th of March happens to be a Sunday
- Calender**—*to press between rollers or plates* Calendering the cloth gives it a glossy finish
- Cannon**—*big gun* Thirty one cannon were fired to greet the royal guest
- Canon**—*law* For social peace and harmony we should all observe the canons of morality
- Canvas**—*coarse cloth* His gown was made of canvas
- Canvass**—*to solicit votes* Candidates are not allowed to canvass for votes on the day of the election

- Cast**—to throw : The hunter cast a net to catch birds.  
—list of actors : In spite of a great star cast, the picture flopped at the box office.
- Caste**—an exclusive class : Gandhiji advocated the abolition of the caste system.
- Casual**—incidental . He made a casual reference to your efficiency.
- Causal**—denoting cause You must give me in detail all the causal factors
- Ceiling**—inner roof . The ceiling of the room is beautifully decorated.
- Sealing**—fastening with seals I got the letter registered after sealing it
- Cemetery**—a burial place : Every time he passed by the cemetery, he was reminded of his son.
- Symmetry**—harmony : Symmetry is no longer an important feature of modern buildings.
- Censer**—vessel containing incense She placed a beautiful censer near the altar.
- Censor**—examiner of plays, films, etc. The censor board does not allow the film producers to have any obscene scenes in their films.
- Censure**—to criticise . The rich censure the socialistic policies of the government.
- Ceremonial**—relating to ceremonies Kailas Babu had an old ceremonial dress which he wore on every important occasion.
- Ceremonious**—formal . One should not be ceremonious with one's intimate friends.
- Cession**—act of ending, yielding up : India will never agree to the cession of even an inch of her land to any foreign power.
- Session**—term : The next session of the Parliament will be held in October.
- Cessation**—ceasing : The cessation of fighting brought relief to the people.
- Check**—to control : Why can't you keep your temper in check ?  
—to examine . When the auditors checked the accounts, they found that some arrears had not been paid.
- Cheque**—a written order for money on a bank : Did you make the payment by a cheque ?
- Childish**—silly : His childish behaviour often provokes me and makes me lose my temper.
- Childlike**—innocent : Her childlike simplicity must be appreciated.
- Choir**—a group of singers : His sister is a member of the church choir.
- Coir**—fibre from coconut : Coir can now be used to make a number of useful household items.
- Quire**—twenty four sheets of paper : How much does a quire of paper cost these days ?
- Cite**—to quote : He cited many examples to support his argument.

- Sight—view, vision** The sight of beautiful women inspired him to carve beautiful pictures
- Site—place for building etc** This site can be very suitable for a commercial college
- Climactic—pertaining to climax** The climactic scene had been picturised very effectively
- Climatic—pertaining to climate** He is very sensitive to climatic changes
- Coarse—rough** The villagers may be coarse in their looks but they are very innocent at heart
- Course—direction taken, path** The river appears to be changing its course
- Collision—dashing together** Had not the driver used the brakes, the boy would have been killed in a collision
- Collusion—secret fraudulent agreement** The police are in collusion with the dacoits.
- Complacent—self satisfied** When a man becomes complacent, his progress declines
- Complaisant—agreeable, willing to please others** He appears to be complaisant but he is always trying to harm others.
- Compliment—an expression of regard** She complimented him on the fine handling of the official work
- Complement—that which completes** Husband and wife ought to complement each other
- Comprehensible—that can be understood** He speaks so indistinctly he is not at all comprehensible
- Comprehensive—extensive** The notes he gave us were so comprehensive that we could depend only on them
- Confidant—one entrusted with secrets** His confidant told his parents about his love affairs with a girl in the neighbourhood
- Confident—having confidence** He is confident of satisfying the Selection Committee and getting the job
- Congenial—pleasant** The efficiency of work goes up in a congenial atmosphere
- Congenital—dating from birth** It is difficult to cure congenital defects
- Conscience—sense of right or wrong** If this guilt lies too heavily on your conscience, you may report the matter to the police
- Conscious—awake** When the epileptic fit is on, the person is not conscious of his whereabouts
- Conscientious—honest** He is such a conscientious worker that his boss is greatly pleased with him
- Considerable—moderately large** A considerable number of people think that cigarette smoking causes cancer of the lungs
- Considerate—thoughtful for the feelings of others** My friend was considerate enough to help me in my misfortunes.
- Contagious—disease caught by contact** Leprosy is a contagious disease.

- Contiguous**—*adjoining* India and Pakistan are contiguous countries
- Contemptible**—*worth contempt* He is such a contemptible fellow that nobody likes to talk with him
- Contemptuous**—*showing contempt* He frowned when his subordinates gave him a contemptuous reply
- Continual**—*implies a close succession* His visits to his cousin were so continual that people began making all sorts of stories about them
- Continuous**—*uninterrupted* After a continuous journey of three hours, we reached Agra
- Core**—*the innermost part* I feel grateful to you from the core of my heart
- Corps**—*a division of an army* Membership of National Cadet Corps should be made compulsory for every student
- Corpse**—*dead body* When the floods had receded, many corpses were seen floating in the river
- Corporal**—*of the body* The teachers are forbidden to give corporal punishment to the students  
—*a rank in the military* His uncle is a corporal in the army
- Corporeal**—*bodily as opposed to the spiritual* To Wordsworth the cuckoo was not a corporeal being but only a wandering voice.
- Council**—*assembly* My father is a member of the Uttar Pradesh Legislative Council
- Counsel**—*advice* He gave me much encouragement with his sound counsel  
—*pleader* Who is the counsel for the accused?
- Credible**—*believable* He has the knack of making his lies credible
- Credulous**—*a person who believes things easily* He is so credulous that he trusts everybody
- Creditable**—*worthy of credit* She gave a creditable performance in her very first picture
- Custom**—*established social practice* I have spent a few years among the tribals in Madhya Pradesh and I know all about their customs
- Habit**—*refers to an individual* It is his habit to keep humming while working
- Costume**—*clothing* He asked his brother where his swimming costume was
- Dairy**—*milk enterprise* My sister does not like milk supplied by the government dairy
- Diary**—*daily record* Some people have a habit of keeping a diary.
- Decease**—*death* He arrived in India two days after his father's decease
- Disease**—*sickness* Fatal diseases like cancer are also curable in their preliminary stages.
- Decent**—*proper* People admire her for her decent manners

- Descent**—*act of descending* The descent of the hill is more dangerous than its ascent
- Dissent**—*disagreement* The jury were in dissent over the death sentence to the murderer.
- Defer**—*postpone* Please do not defer this work till tomorrow
- Differ**—*disagree* His opinion of our education system differs from that of his brother
- Deference**—*regards* The youth do not seem to have deference for their elders
- Difference**—There is such a great difference in the nature of the two brothers that they cannot get on with each other
- Defy**—*challenge* Man should never defy the ways of God
- Deify**—*worship* People have started deifying Gandhi
- Deny**—*the truth of a statement* He denied he had ever taken loan from me
- Refuse**—*to do a thing* He refused to help me
- Dependant**—*one who depends on another for his maintenance* In many Indian families there is just one earning member with a large number of dependants
- Dependent**—*relying on* Indian farmers are no longer dependent on the mercy of rains for the irrigation of their land
- Deprecate**—*to express earnest disapproval of* His brother deprecated his proposal of getting married so soon
- Depreciate**—*to belittle* Cassius unduly depreciated Julius Caesar's character
- Desert**—*barren sandy region* Those who have been to a desert tell us that it is not as unproductive as people think it to be  
—*what one deserves* Most people think that they are not being rewarded according to their deserts  
—*v forsake* Even friends desert one in adversity
- Dessert**—*fruit course at the end of the dinner* I felt that the dessert was better than the actual meal
- Desirable**—*something worth wishing for* Your contradicting my statement in the meeting was hardly desirable
- Desirous**—*having a desire* He is desirous of going to Germany for higher studies
- Destination**—*aim* If a man works hard, he is sure to reach his destination
- Destiny**—*fate* Destiny influences human life
- Device**—*n contrivance* Most of the machines are clever devices to escape human labour
- Devise**—*v to make, to invent* He devises many plans but he does not put into practice any of them
- Discover**—*to find an unknown thing which already exists* The discovery of radium brought much fame to Madame Curie
- Invent**—*to devise a new thing* The scientists who have invented the atom bomb have placed a very destructive weapon in the hands of cruel power hungry rulers

- Discreet**—judicious, thoughtful \* I regret to say that you have not been discreet in your behaviour.
- Discrete**—separate, distinct These two problems are quite discrete, it is irrelevant discussing them together
- Disinterested**—objective A disinterested study of this case will reveal that your own brother is responsible for the crisis.
- Uninterested**—the state of not being interested We cannot afford to be uninterested in the current political events
- Divers**—several, sundry Divers reasons can be given to explain the failure of this scheme
- Diverse**—different, varied The members of the committee expressed diverse opinions on this point
- Dose**—of medicine You are not to take more than two doses a day of this tonic
- Dore**—light sleep To see a student dozing in the class is the most irritating thing for a teacher
- Doubt**—to be uncertain I entertain no doubts about his integrity
- Suspect**—to imagine the presence of guilt I suspected that someone had bribed the judge
- Draft**—rough sketch She wrote her essay after many a draft.
- Draught**—quantity drunk at a time He drank the medicine in one draught
- Drought**—want of rain The drought was followed by a terrible famine
- Drown**—used for living beings
- Sink**—generally used for inanimate things The ship sank and all the crew were drowned
- Dual**—double She gave a memorable performance in a dual role
- Duel**—a combat between two persons In the eighteenth century England, it was quite a common practice to decide issues by fighting duels
- Economic**—concerning material needs of man The government's economic policy includes certain projects for the betterment of the living conditions of the poor
- Economical**—not wasteful, thrifty You will be a great man for you are economical of time and money
- Effective**—producing an effect Try this medicine, it will prove effective
- Effectual**—producing the desired effect \* The conspiracy failed because Brutus did not adopt effectual means for its success
- Elemental**—pertaining to the elements Facing the elemental fury is less painful than the ingratitude of one's friends
- Elementary**—rudimentary His knowledge of the accounts is only elementary.
- Elicit**—to draw out The scientists tried very hard to elicit, to fish out, to draw out new facts about the problem
- Illust**—unlawful \* The police arrested him for illicit making of the coins

- Eligible**—fit to be chosen in a college      Only an M.A. is eligible for teaching
- Illegible**—indistinct almost illegible      He writes so hastily that his hand becomes
- Evasive**—escaping from grasp      True happiness is highly elusive  
The more you run after it the more it gives you the slip
- Illusive**—deceptive      Worldly pleasures are illusive for they can not bring true happiness
- Emigrant**—one who leaves his country to settle in another      Indians are often attracted by the wealth of the west and they become the emigrants of the western countries
- Immigrant**—one who comes to live in a country      In England the immigrants do not enjoy the same rights as the British
- Eminent**—distinguished      Kalidas is one of the eminent dramatists of India
- Imminent**—something that is expected to happen in the near future  
The cyclist turned the wheel of his cycle to avoid an imminent collision with a pedestrian
- Envious**—arousing envy      The affection he gets from others is enviable
- Envious**—feeling envy      One should be envious and not jealous, of others' merits
- Envy**—painful awareness of an advantage enjoyed by another joined with a desire to possess the same advantage      She is envious of her friend's beauty
- Jealousy**—hostility towards one believed to enjoy an advantage  
Women are notorious for their jealousy
- Equitable**—fair, just      There ought to be equitable distribution of work among all the members
- Equable**—uniform      The climate of Bombay is equable
- Errand**—task some light duty message      My father has many subordinates to run errands for him      He has employed an errand boy
- Errant**—wandering mistaken      You must correct your errant behaviour or you will find yourself in hot waters
- Arrant**—notorious      The arrant rogue followed a woman and was beaten by the village folk
- Erratic**—irregular and unpredictable      Our Principal is a woman of erratic temperament.      One never knows when she will lose her temper
- Erroneous**—mistaken wrong incorrect      Your father has formed an erroneous impression of your character
- Eruption**—bursting out      A volcanic eruption has destroyed the whole city
- Irruption**—sudden invasion      Frequent irruptions by barbarians destroyed many a civilisation in the past
- Exalt**—to praise      People exalt Subhash Chandra Bose for his services to the country
- Exult**—to rejoice      The soldiers wanted to exult over their victory

**Exceptionable—objectionable** His bluntness is quite exceptionable

**Exceptional—extraordinary** He is a man of exceptional talent

**Excite—to arouse feelings** The mob got excited when a great police force appeared on the scene

**Incite—to drive on to a particular end, to stir** Antony incited the mob to set the conspirators' houses on fire

**Excursion—a pleasure trip** Last Sunday we had an excursion to a nearby lake

**Incursion—a sudden invasion** The Mohammedans made many incursions into India

**Exhausting—tiring** It was an exhausting task yet I finished it single handed

**Exhaustive—comprehensive** His notes on the poems are quite exhaustive

**Expedient—desirable, advisable** The secretary said that it was expedient for him to go away and not to see her at the moment

**Expeditious—quick** The authorities should adopt certain expeditious methods to remove social evils

**Exposure—the act of being exposed** He was laid down with pneumonia on account of exposure to cold

**Exposition—explanation** I found the exposition of the subject quite interesting

**Extant—still existing** Could you name the oldest extant book of the world?

**Extent—size, degree** To what extent are you satisfied with this book?

**Extinct—no longer existing** Some of the old animals have already become extinct

**Facetious—humorous** His facetious remarks irritated me

**Factionous—causing dissension, quarrelsome** We should try to eliminate all factionous elements from our group

**Facility—comfort, ease** The science students are provided with all possible facilities to do their experiments in the school laboratory. She can speak French with great facility

**Felicity—happiness** Only a person with uncontaminated virtue can enjoy true felicity

**Facitious—artificial, not natural** His are facitious manners and fail to win him others' admiration

**Fictitious—imaginary, unreal** Being scared of criticism from the public, he writes under a fictitious name. We were asked to write a fictitious account of a trip to Kashmir

**Fain—gladly** I would fain come with you to your sister's house

**Feign—pretend** As he was not in a mood to do anything, he feigned illness

**Fair—beautiful or white-complexioned** His girl friend has got a fair complexion

—just: He is fair in his dealings with others.

—festival: We are all going to the fair.



- Fare**—*charge to be paid for a journey* What is the plane fare from Delhi to Bombay?  
 —*food provided* The simple fare that we had was shared with our guests
- Farmer**—*peasant* The Indian farmers no longer use the primitive methods of cultivating their land
- Former**—*first in position* Uma and Rashmi are two sisters, the former is the younger of the two
- Feat**—*a deed of skill* People were astonished at the feats of the juggler
- Feet**—*if you walk with your feet bare* you are likely to catch cold
- Famous**—*Shakespeare is famous for his tragedies*
- Notorious**—*of evil reputation* Raman Raghav has become notorious for killing people for his pleasure's sake
- Notable**—*worthy of being noted* There is a notable difference between the standards of these two children
- Farther**—*comparative degree of far* They walked two miles farther into the forest and found a dead lion
- Further**—*greater in degree or quantity* I developed the argument further and made the point clear
- Fatal**—*deadly* He got a fatal wound in a combat with another suitor for the hand of a beautiful girl
- Fateful**—*producing important results* The Glorious Revolution of 1688 was a fateful event for the people of England
- Floor**—*For want of enough space, we sleep on the floor*
- Flour**—*ground grain* The price of wheat flour has gone up
- Flower**—*a blossom* She stuck a flower in her hair
- Formally**—*cereemoniously* The minister was formally welcomed by the college staff and students at the annual function
- Formerly**—*previously* Now he is a business man but formerly he was the verger of a church
- Forth**—*onward* Nobody came forth to help the man in distress
- Fourth**—*number four* April is the fourth month of the year
- Funeral**—*ceremonies at burial* His funeral was attended by many ministers
- Funereal**—*sad* The funereal look in his eyes made me shudder
- Gait**—*manner of walking* I recognised him by his gait
- Gate**—*Would you please open the gate and see who is there?*
- Gamble**—*game of chance* Do not gamble if you want to inherit your father's property
- Gambol**—*to skip about* It is a delight to look at the deer gambolling in the fields
- Gaol**—*jail* The thief was put into the gaol, for he had tried to run away with the valuables
- Goal**—*aim* You can achieve your goal only if you co-operate with others
- Gentle**—*mild, polite* He is so gentle that he cannot even harm

- Genteel**—*graceful in form, fashionable* Everybody admired her genteel appearance
- Graceful**—*pleasing* She was fascinated by his graceful personality
- Gracious**—*kind* His subordinates loved him for he was gracious to them
- Hail**—*frozen rain drops* The rain was accompanied with hail stones  
     —to greet He was hailed as the benefactor of humanity  
     —to come from Which part of the country do you hail from?
- Hale**—*healthy* His mother was hale and hearty till yesterday when she suddenly died
- Hair**—Grey hair is no sure sign of wisdom
- Hare** They failed in their attempt to catch a hare
- Heal**—*cure* The doctors hope that the soldier's wounds will soon heal
- Heel**—*a part of the foot* His heel was so badly punctured that he could hardly stand
- Hoard**—*to collect secretly* In the past people used to hoard money in pails which they would bury underground
- Horde**—*group* When the Chinese hordes invaded India they thought that they would defeat the Indians
- Honorary**—*holding an office without receiving a pay* He is the honorary doctor of the hospital but he looks after the patients well
- Honourable**—*worthy of honour* His intentions towards her are perfectly honourable
- Historic**—*important* The liberation of Bangladesh is an historic event of 1971
- Historical**—*relating to history* We enjoyed a trip to the historical buildings of the capital
- Humiliation**—*disgrace* He was put to humiliation on account of his poverty
- Humility**—*modesty* Many people conceal their selfishness under a mask of humility
- Idle**—*without work* An idle man's brain is a devil's workshop  
     —*idle* You should not indulge in idle talk
- Idol**—*image* Many Hindus believe in idol worship
- Ill**—*suffering from a disease* I have been ill with fever for two days  
     —*bad* The appearance of an owl in daytime is thought to be an ill omen
- Sick**—*tendency to vomit* I feel sick while travelling by a bus  
     —*tired of* People are sick of life but they do not want to die
- Imaginary**—*not real, invented by the mind* She told him an imaginary story
- Imaginative**—*full of imagination* Coleridge had a very imaginative mind
- Imperial**—*concerning emperor or empire* The kings had considerable imperial powers

- Imperious**—*authoritative* You speak in such an imperious manner that I have to yield to you.
- Impunity**—*exemption from punishment* The political leaders think that they enjoy complete impunity and can do whatever they like
- Immunity**—*exemption from duty* He was given immunity from hard work on account of his indifferent health
- Inconstant**—*changing, one who does not stick to one thing* Men are often very inconstant
- Inconsistent**—*self contradictory* His behaviour is inconsistent with his principles
- Indict**—*to accuse* He was indicted for negligence in his work.
- Indite**—*to compose* He indited a touching poem to pay tribute to their dead hero
- Industrial**—*relating to industry* Since independence, India has attained much industrial progress.
- Industrious**—*hard-working* Being industrious, Shyam has secured first division
- Informant**—*source of information* My information is correct, for my informant is a reliable man
- Informer**—*source of information, spy, used in a bad sense* My own friend turned informer and harmed me
- Ingenious**—*skilful, clever* His ingenious planning proved to be very useful for the party
- Ingenuous**—*simple, innocent* Only an ingenuous person can enjoy true felicity
- Innocent**—*pure, blameless* An innocent child is free from all sorts of worries of life
- Innocuous**—*not injurious* This drug is quite innocuous
- Irrelevant**—*not connected with the subject under consideration* Your arguments are irrelevant to the subject under discussion
- Irreverent**—*disrespectful* The students of today are irreverent to their teachers
- Judicial**—*pertaining to law* I am giving this decision in my judicial capacity
- Judicious**—*wise* We should be judicious in choosing our profession
- Junction**—*meeting place* Our bus collided with a truck at the junction of Pusa Road and Market Road
- Juncture**—*a critical or important point of time* The lovers had planned to flee but at this juncture their parents reached the spot and took them home
- Later**—*comparative degree of late* He reached the station later than I
- Latter**—*coming after, refers to position* Ashok and Dilip are brothers, the latter is more active of the two
- Lessen**—*to reduce* You should lessen your expenditure if you want to save money.

**Lesson**—*work set for a pupil, moral* The teacher asked him if he had learnt his lesson. We must learn a lesson from others' experience

**Lightening**—*making lighter* The new budget, instead of lightening the burden of the salaried people has added to it

**Lightning**—*electric flash in the clouds* Thunder is often accompanied with flashes of lightning

**Loan**—*anything lent* I took a loan from the bank for buying a new car

**Lone**—*solitary* She was the lone worker in the field

**Loathe**—*hate* I loathe the very sight of him.

**Loth**—*unwilling* She was loth to part with the ring

**Look**—*to see closely or attentively* As I looked towards the sea, I was frightened to see a big whale

**See**—*to perceive with the eye* Alice saw no one when she entered the big mansion

**Loose**—*the opposite of tight* This shirt is too loose for me

**—to set free** That horse is too dangerous to let loose

**Lose**—You will lose all your respect if you continue to keep his company

**Lovable**—*worthy of love* His lovable nature wins him the admiration of others

**Lovely**—*beautiful* This garden is full of lovely flowers

**Luxuriant**—*rich in growth* Her luxuriant hair adds to her beauty.

**Luxurious**—*full of luxury* Being a millionaire, he is leading a luxurious life

**Mantel**—*the ornamental shelf over a fire place* Please don't put your cosmetics on the mantel the child might spoil them

**Mantle**—*a kind of cloak* She had put on a heavy mantle to protect her body from the severe cold

**Mental**—He was advised by the doctors to avoid mental strain

**Marry**—*to wed* His parents forced him to marry the girl of their choice

**Merry**—*full of joy* It was quite late but they were still busy making merry

**Marshal**—*a high army title* The marshal infused new spirit in the minds of his depressed soldiers

**Martial**—*warlike, brave in fighting* The Greeks were a martial race

**Memorable**—*worth remembering* The way they parted is a memorable event

**Memorial**—*some statue or building that serves to preserve the memory* A memorial was built to the memory of the brave soldiers who had laid down their lives in the service of the country.

**Metal**—Lead is one of the heaviest metals

**Mettle**—*spirit, courage* This war is going to test the mettle of our soldiers

- Imperious**—*authoritative* You speak in such an imperious manner that I have to yield to you
- Impunity**—*exemption from punishment* The political leaders think that they enjoy complete impunity and can do whatever they like
- Immunity**—*exemption from duty* He was given immunity from hard work on account of his indifferent health
- Inconstant**—*changing one who does not stick to one thing* Men are often very inconstant
- Inconsistent**—*self contradictory* His behaviour is inconsistent with his principles
- Indict**—*to accuse* He was indicted for negligence in his work
- Indite**—*to compose* He indited a touching poem to pay tribute to their dead hero
- Industrial**—*relating to industry* Since independence India has attained much industrial progress
- Industrious**—*hard working* Being industrious Shyam has secured first division
- Informant**—*source of information* My information is correct, for my informant is a reliable man
- Inform**—*source of information* spy used in a bad sense My own friend turned informer and harmed me
- Ingenious**—*skilful clever* His ingenious planning proved to be very useful for the party
- Ingenuous**—*simple innocent* Only an ingenuous person can enjoy true felicity
- Innocent**—*pure blameless* An innocent child is free from all sorts of worries of life
- Innocuous**—*not injurious* This drug is quite innocuous
- Irrelevant**—*not connected with the subject under consideration* Your arguments are irrelevant to the subject under discussion
- Irreverent**—*disrespectful* The students of today are irreverent to their teachers
- Judicial**—*pertaining to law* I am giving this decision in my judicial capacity
- Judicious**—*wise* We should be judicious in choosing our profession
- Junction**—*meeting place* Our bus collided with a truck at the junction of Pusa Road and Market Road
- Juncture**—*a critical or important point of time* The lovers had planned to flee but at this juncture their parents reached the spot and took them home
- Later**—*comparative degree of late* He reached the station later than I
- Latter**—*coming after, refers to position* Ashok and Dilip are brothers, the latter is more active of the two
- Lessen**—*to reduce* You should lessen your expenditure if you want to save some money

**Lesson**—*work set for a pupil, moral* The teacher asked him if he had learnt his lesson. We must learn a lesson from others' experience.

**Lightening**—*making lighter* The new budget instead of lightening the burden of the salaried people has added to it.

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**Mettle**—*spirit, courage* This war is going to test the mettle of our soldiers.

- Medal**—He was awarded a gold medal for standing first in the university.
- Meddle**—to interfere. You must not meddle in others' affairs.
- Momentary**—lasting only a moment. The light of the glow-worm has a momentary existence.
- Momentous**—important. Momentous changes have taken place in his life since his marriage.
- Monitory**—giving warning. A monitory notice was given to the villagers.
- Monetary**—concerning money. There is no monetary gain involved in this work.
- Moral**—principles of right or wrong. Man should try to live up to some moral values.
- Morale**—mental condition which enables persons to keep up courage and enthusiasm. The initial blows from the enemy robbed the soldiers of their morale.
- Motif**—theme, subject. I have not been able to appreciate the motif of this painting.
- Motive**—incentive. If you want to judge a person, you must try to understand his motives in doing something.
- Mutual**—given and received between two persons. Their conjugal happiness is being destroyed, for they lack mutual understanding.
- Common**—belonging to all concerned. The good of the common people requires that we should not be selfish.
- Necessaries**—things without which life is not possible, such as food, clothing and shelter. The necessities of life should be made available to the people at prices within everyone's reach.
- Necessities**—pressing needs or wants. It is highly undesirable to resort to unfair means in order to fulfil the necessities of life.
- Negligent**—careless. The librarian was dismissed because he was so negligent in his work.
- Negligible**—something that can be neglected. The rise of the water level in the river is negligible.
- Out**—of a book. The car slipped from his hand and the book lost its balance.
- Ore**—mineral. Bilar is rich in iron ore.
- Observance**—performance. A strict observance of punctuality was the case the efficiency of the department.
- Observation**—perception. Unless one has a keen observation, one cannot become a successful writer.
- Official**—connected with the office. Whenever he goes on an official tour, he brings his wife a costly saree.
- Obscure**—undistinguished. I always got irritated at his obscure remarks.
- Ordinance**—a rule or order. The Finance Minister has issued an ordinance that if a nobody is in the power of the state, he will be punished.
- Ordnance**—military weapons. Ordnance factories are strictly guarded.

**Pail**—*bucket* : The servant brought the water in a pail.

**Pale**—*whitish appearance* : He turned pale with fear.

**Pair**—*two of a kind* : I have bought a new pair of shoes.

**Pare**—*to peel* : The nails should be regularly pared and not just bitten off.

**Pear**—*a fruit* : Last year we had a luxuriant growth of pears in our garden.

**Patrol**—The police was ordered to patrol the streets.

**Petrol**—Our car suddenly came to a halt as the petrol was used up.

**Peace**—*freedom from disturbance* : Civilisations can prosper only when there is peace.

**Piece**—*portion* : A piece of land is lying vacant to the right of my house.

**Persecute**—*to oppress* : As soon as Hitler came into power he started persecuting the Jews.

**Prosecute**—*to initiate legal proceedings against* : Trespassers will be prosecuted.

—*to pursue* : You will have to face some practical difficulties when you start prosecuting this plan.

**Personal**—*private* : Personal matters should not be discussed in public.

**Personnel**—*body of persons* : This office employs only highly educated and cultured personnel.

**Perspicacious**—*having or showing insight* : One cannot be a great novelist unless one is perspicacious.

**Perspicuous**—*clearly expressed* : He knows the art of making very perspicuous statements.

**Physic**—*medicine* : Quinine is a good physic for malaria.

**Physics**—*a branch of science* : We study the properties of sound and light in Physics.

**Physique**—*bodily constitution* : He is a youngman of sound physique.

**Piteous**—*fit to excite pity* : Her piteous cries were heart-rending.

**Pitiable**—*deserving pity* : Everybody was moved to see her pitiable condition.

**Pitiful**—*full of that which excites pity* : I was moved to see the pitiful look of the child.

**Plain**—*simple, unadorned* : The villagers are normally plain. The teacher was greatly impressed as he had told him the plain truth.

—*not attractive* : She has failed to attract a match so far just because she happens to be rather plain.

—*level ground* : In summer, people usually leave the plains and go to a hill station.

**Plane**—*surface* : She sometimes makes us feel small for she talks from a higher plane.

**Plan**—*scheme* : If this plan of his is successful, he will be rolling in money.

**Popular**—*pleasing to the people* : He has become very popular with the students.



- Populous**—full of people    Influenza spreads quickly in populous areas
- Pore**—small hole    Our body has a very large number of pores in it  
—study hard    He who is always poring over his books can only become a bookworm
- Pour**—to cause to flow    Shall I pour you some tea?
- Practical**—as opposed to theoretical    One ought to be a little practical too, mere idealism does not pay
- Practicable**—that which can be translated into action    Your plan looks attractive, but it is not practicable
- Practice**—n doing a thing again and again    Practice makes a man perfect
- Practise**—(verb)    He practised self abnegation and succeeded in attaining salvation
- Pray**—I shall always be praying to God to bless you with health and happiness
- Prey**—to kill    The lion preys upon the animals in the forest
- Precautious**—displaying previous caution    You should have been cautious in your work
- Precocious**—prematurely developed    Precocious knowledge of the facts of life is rather harmful to a child
- Precarious**—lacking security or stability    With most of the confidential report about you rather unfavourable, your condition is quite precarious
- Precede**—to go before    Duty should precede everything else
- Proceed**—to go on    I am proceeding to Chandigarh tomorrow morning
- Precedent**—an example which may be followed afterwards    In the absence of any definite rule about it, let us see if we can find a precedent
- President**—chairman, presiding officer    The President of the Association has submitted his resignation
- Precipitate**—hasty, careless    Precipitate actions may lead to disastrous results
- Precipitous**—very steep    It looks virtually impossible to climb this precipitous mountain
- Prescribe**—to lay down to set for reading    The doctor has prescribed some medicines which I cannot even afford  
—This book has been prescribed for the B A examination this year
- Proscribe**—to ban    D H Lawrence's 'Lady Chatterley's Lover' was proscribed in England
- Principal**—chief    Rice is the principal food of the Bengalis  
—the head of an institution    The clerks will not work at all if the principal becomes slack or lenient
- Principle**—a view or conviction that governs conduct    It is his principle not to interfere in others' affairs
- Profit**—gain    It profits me little if I gain the whole world but lose my soul
- Prophet**—one who can see into the future    All the religious prophets advise us to have faith in God

- Prophecy**—*n prediction* His prophecy that India and Pakistan would be at war towards the end of 1971 came out to be true
- Prophecy**—*to foretell future events* He prophesied the fall of Hitler
- Propose**—*to make a suggestion* He proposed to his friend that they should visit Agra the next day
- Purpose**—*object* The purpose of education is lost if a student gets too much engrossed in the technical details of the subject
- Punctual**—*observing the appointed time* To be punctual in one's work is a great virtue
- Punctilious**—*extremely careful* It is good to be punctilious in the performance of one's duties
- Quiet**—*calm, skill* A quiet classroom has become a rare phenomenon
- Quite**—*completely* I quite understand your difficulty, so you may rest assured of my help
- Rain**—Rain brought us relief from the intense heat of the summer
- Reign**—*rule* During the reign of Queen Victoria England made all round progress
- Rein**—*curb, means of control* Hold the horse by the rein
- Respectable**—*worthy of respect* He belongs to a respectable family
- Respectful**—*showing respect* In order to win respect from the youngsters, one has to be respectful to them
- Respective**—*relating to a particular person or thing* The students are requested to leave the hall and proceed to their respective classrooms
- Right**—It takes extraordinary courage always to stick to the right.
- Rite**—*ceremony* The funeral rites were performed according to the Hindu customs
- Write**—Who has written the dialogues of this picture?
- Root**—*underground part of a plant* If the root decays, the whole plant will wither
- Rout**—*defeat* The Mughal army was completely routed
- Route**—*course* Heavy drinking is the shortest route to the loss of health
- Remember**—*to keep in mind* I do not remember his address
- Recollect**—*to recall with an effort* In spite of my best efforts, I could not recollect the message he had sent to my brother through me
- Sail**—*of a ship* The wind struck against the sails and moved on the ship
- Sale**—In the exhibition many beautifully carved decoration pieces were lying for sale
- Sensible**—*intelligent* My sister is very sensible, I do not think she will ever do ought to displease others.
- Sensitive**—*one who is easily affected* She is so sensitive that she cannot stand the sight of a beggar
- Sensual**—*appealing to the baser senses* A life of sensual soon leads to the dissipation of all energies.

- Sensuous**—*easily affected by the medium of the senses* The poetry of Keats is the most sensuous of all English poetry
- Septic**—*putrefactive* The wound turned septic
- Sceptic**—*one who doubts* One should not be sceptic merely for the sake of looking modern
- Soar**—*to fly high* He soars in his pride and does not care for his poor relations
- Sore**—*painful* His eyes are sore I am in sore need of your help
- Sour**—*Heat turns milk sour*
- Social**—*relating to organised society* An individual's good ought to be sacrificed to the social good
- Sociable**—*friendly* Unless one is sociable one cannot achieve success in business
- Sole**—*single* We have the sole agency of the Hindustan Lever products
- Soul**—*spiritual entity* The welfare of the soul should be preferred to material prosperity
- Spacious**—*having a lot of space* Our house has a number of spacious rooms
- Specious**—*false though seemingly true* The arguments of the lawyer were specious and so they failed to convince the judge
- Stair**—*Let us go upstairs and sit in the sun*
- Stare**—*to gaze* Misfortune was staring me in the face
- Stationary**—*motionless* It is universally accepted that the sun is stationary
- Stationery**—*writing material* His brother has set up a stationery shop in our colony
- Steal**—*to take without permission* He who steals my money steals trash but he who robs me of my good name does me the greatest harm
- Steel**—*metal* Many steel plants have been set up in India after independence
- Statue**—*image* A statue of Gandhi was installed at the town hall
- Statute**—*written law of a legislative body* A statute should be passed to prohibit the employment of children
- Story**—*The stories of Munshi Prem Chand deal with the village life*
- Storey**—*A number of multi storeyed buildings are coming up in the capital*
- Straight**—*direct* This road leads straight to our college
- Strait**—*a narrow passage of water between two seas or oceans* The Strait of Gibraltar is of great strategical importance to the British.
- Soot**—*thick smoke collected upon a flat piece* Soot is used to make black boot polish
- Suite**—*set* I have rented a suite of rooms in a hotel
- Suit**—*case* I have filed a suit against my former partner
- clothes* I have only one good woollen suit
- to agree with* The climate of Assam does not suit me
- Superficial**—*pertaining to the surface, shallow* He has got a very superficial knowledge of the subject

**Superfluous**—unnecessary, exceeding the requirement, excess Your answers in the examination should contain no superfluous matter

**Tail**—of an animal A fox without a tail would look very clumsy

**Tale**—story My sister is very fond of reading fairy tales

**Tamper**—to meddle with Someone appears to have tampered with the official records

**Temper**—disposition of mind She thinks that I have a very uncertain, unpredictable temper

**Team**—Our team won the match by four goals

**Teem**—to abound in This forest teems with wild animals

**Temporal**—worldly, belonging to the present life A king has only temporal authority

**Temporary**—short lived She has been appointed against a temporary vacancy

**Tenor**—course, purpose The tenor of his argument was that the scheme put forward by me was rather unpracticable

**Tenure**—period of holding an office He effected many reforms during his tenure

**Urban**—of the city The urban population has a higher percentage of literacy than the rural one

**Urbane**—smooth, polite His urbane manners won him popularity.

**Vacation**—During the next summer vacation we shall be visiting the various historical places of India

**Vocation**—profession If one is sincere to one's work, every vocation can be made to look dignified

**Verbal**—as opposed to written A verbal order is not given much importance

**Verbose**—full of words He made a verbose speech with not much substance in it

**Vain**—idle, fruitless He had vain hopes of getting his friends' help

—conceited One should not be vain of one's achievements

**Vein**—a blood vessel The veins carry the impure blood to the heart

**Veil**—a covering The thief made good his escape under the veil of darkness

**Vale**—valley From the top of the mountain we could have a full view of the beautiful vale below

**Veracity**—truthfulness I do not question the veracity of your statement, I simply want to know more details

**Voracity**—greediness The hungry dog fell on the meat with voracity

**Virtual**—in effect, not in actual fact President Yahya Khan was the virtual dictator of Pakistan

**Virtuous**—possessing virtue or chastity He is so virtuous that he would resist any temptation

**Waste**—Do not waste your time and energy in idle pursuits

**Waist**—The soldier put on a belt round his waist

Whether—if or if not : Ask him whether he is willing to accept those terms

Weather—The weather is very pleasant, let us go out for a picnic

Womanly—pertaining to a woman, the word is used in a good sense She treated me with womanly gentleness

Womanish—pertaining to a woman, the word is used in a bad sense His womanish habits and manners made him the object of ridicule

Yoke—frame or bar, servitude The horse was put into the yoke. Bangladesh has set aside the yoke of slavery

Yolk—the yellow part of an egg Yolk is very nutritious

Exercise 192. Fill in the blanks with correct words

- 1 Only—people are remembered after death (virtual, virtuous)
- 2 The bird will—in no time (sore, soar)
- 3 God—the oppressed (avenge, revenge)
- 4 I do not like— (affection, affection)
- 5 What do you know of—India ? (old, ancient)
- 6 He thanked me from the—of his heart (core, corps)
- 7 We should not give—punishment to students (corporal, corporeal)
- 8 He is a man of—birth (decent, descent)
- 9 The world is an— (allusion, illusion)
- 10 He is a boy of—character (lose loose)
- 11 Heart—caused his— (disease decease)
- 12 The king acted most— (judicially, judiciously)
- 13 —with milk is nourishing (yoke, yolk)
- 14 Do not walk—footed (bare bear)
- 15 Good persons never—their friends (desert desert)
- 16 At last he achieved his— (goal, goal)
- 17 This book has been—by the Panjab University (prescribe proscribe)
- 18 Our treatment must be—to the poor (humane human)
- 19 Can you—any example ? (cite, site)
- 20 China is a—country (popular, populous)

Exercise 193. Supply the correct words in the spaces left blank in the following sentences

- 1 Perfect health depends on the—of a few simple rules of health (observation observance)
- 2 A scientist, in the ordinary—of the term is a seeker after truth (acceptance acceptation)
- 3 —dropping wears away a stone. (continual, continuous)
- 4 A man of his—s bound to succeed (capacity capability)
- 5 She—dropped the tray (incidentally accidentally)
- 6 This—fellow should not be encouraged any more (official, officious)
- 7 In India the executive authorities have some—powers also (judicious judicial)
- 8 He is held in high—by his pupils (estimation, esteem)
- 9 Owing to his—temperament he is liked by all (social sociable)
- 10 The—of temperature in this season is remarkable (variance variation)
- 11 Raining bombs from the air on the innocent civilians is nothing short of— (barbarity barbarism)
- 12 He got over his enemy by—means. (artistic, artful artificial)
- 13 One should not be over—of one's success. (confident confident)
- 14 I like his—innocence (childish childlike)
- 15 We need not be very—in our meeting with an old friend. (ceremonious, ceremonial)
- 16 A true scholar always looks on things from a—point of view (disinterested, uninterested)
- 17 A one act play must be short, delightful and— (efficacious, effective)
- 18 Charles Lamb is remarkable for his— (egotism, egotism)

## *One-word Substitution*

Absence of Government	Anarchy
A person who is out to destroy all government and order	Anarchist
A person liable to be called to account for his actions	Answerable
Government by one	Autocracy
Government by the rich	Plutocracy
Government by the few	Oligarchy
Government by the officials	Bureaucracy
Government by the nobles	Aristocracy
Government by the people	Democracy
Government by the king or queen	Monarchy
A diplomatic minister of the highest order sent by one country to another	Ambassador
The whole mass of air surrounding the earth	Atmosphere
One who does not believe in the existence of God	Atheist
One who believes in the existence of God	Theist
One who is not sure of the existence of God	Agnostic
A medicine which prevents infection by killing germs	Antiseptic
One who starves the body for the good of the soul	Ascetic
To give up the throne or other office of dignity	Abdicate
To increase the speed of, to hasten the progress of	Accelerate
State of growth between boyhood and youth	Adolescence
To absorb food completely or to understand something completely	Assimilate
To turn friends into enemies	Alienate
To increase the gravity of an offence or the intensity of a disease	Aggravate
To destroy completely	Annihilate
One who does something not professionally but for pleasure	Amateur
A statement open to more than one interpretation	Ambiguous
To talk impiously about sacred things	Blaspheme
One who has narrow and prejudiced religious views	Bigot
One who is a great lover of books	Bibliophile
A woman of fair complexion and light hair	Blonde

A woman with dark complexion and brown hair	Brunette
Marrying one husband or one wife at a time	Monogamy
Marrying more than one wife or more than one husband at a time	Polygamy
Marrying more than one husband at a time	Polyandry
Influence exerted secretly	Backdoor
The science of vegetable life	Botany
The life history of a man written by himself	Autobiography
The life history of a man written by someone else	Biography
The science which treats of life	Biology
A member of the middle class	Bourgeois
A person who easily believes whatever is told to him	Credulous
A person having little or no sympathy	Callous
People working together in the same office or department	Colleagues
One who is always inclined to find faults	Censorious
One who can make himself at home in all countries	Cosmopolitan
The state of remaining unmarried	Celibacy
A roundabout way of speaking	Circumlocution
The action of bringing into completion	Consummation
Men living in the same age	Contemporaries
Belonging to or pertaining to an individual from birth	Congenital
To give one's authority to another	Delegate
Vigilant and cautious observation of events or circumstances	Circumspection
The action of looking within or into one's own mind	Introspection
The action of looking back on past time	Retrospection
Incapable of being moved	Immovable
With one voice/a decision/opinion on which all are agreed	Unanimous
One incapable of being tired	Indefatigable
A child born after the death of his father	Posthumous
A book published after the death of its writer	Posthumous
A letter, poem etc., whose author is unknown	Anonymous
A person who is too much like a woman	Effeminate
Work for which no salary is paid	Honorary
An office with high salary but no work	Sinecure
One who helps a stranger or a helpless person in difficulties	Samaritan
One who is present everywhere	Omnipresent
One who knows everything	Omniscient

# ONE WORD SUBSTITUTIONS

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One who helps a stranger or a helpless person in difficulties	Samaritan
One who is present everywhere	Omnipresent
One who knows everything	Omniscient



One who is all powerful	Omnipotent
One who walks in sleep	Somnambulist
One who looks at the bright side of things	Optimist
One who looks at the dark side of things	Pessimist
One who cannot read or write	Illiterate
One who is not easily pleased ✕	Fastidious
To make a thing sacred	Consecrate
A game or battle in which neither party wins	Drawn
One who is unable to pay his debts	Insolvent
A writer who borrows words and ideas from another author	Plagiarist
Holding established opinions	Orthodox
Hater of mankind	Misanthrope
Lover of mankind	Philanthropist
Hater of women	Misogynist
The science which treats of man	Anthropology
The science which treats of the body	Physiology
The science which treats of the earth	Geology
The science which treats of animals	Zoology
The science which treats of languages	Philology
Happening at one and the same time	Simultaneous
Murder or murderer of a man	Homicide
Murder or murderer of a king	Regicide
Murder or murderer of mother	Matricide
Murder or murderer of father	Patricide
Murder or murderer of brother	Fratricide
Murder or murderer of oneself	Suicide
Lasting only for a very short while	Temporary
	Transient
Capable of being seen through	Transparent
One who does not care for literature or art	Philistine
Property inherited from one's father or ancestors	Patrimony
One who amuses oneself by love making	Philanderer
Too much official formality	Red tapism
A person for whom money or gain is the most important consideration	Materialistic
Medical examination of a body held after death	Post mortem
A remedy for all diseases	Panacea
The first speech delivered by a person	Maiden
That part of the government which preserves law and order and carries out the laws made by the legislature	Executive
One who thinks only of oneself	Egoist
One who always talks of oneself	Egotist

A speech delivered without any previous preparation	Extempore
The art practised by statesmen and ambassadors	Diplomacy
One who thinks of the welfare of women	Feminist
A scheme that cannot be put into practice	Impracticable
A man of unusual habits	Eccentric
A medicine that kills germs	Germicide
A word or law no longer in use	Obsolete
One who walks on foot	Pedestrian
One who lives on others	Parasite
One who is liked by everybody	Popular
One who is indifferent to pleasure or pain	Stoic
One who speaks for others	Spokesman
One who changes one's principles or party	Turncoat
One who thinks that human nature is essentially evil	Cynic
One who is after money	Mercenary
One who eats too much	Glutton
One who spends very little	Miser
One who spends too much	Spendthrift
One who possesses several talents or gifts	Versatile
One who serves public interest and feels very sympathetic towards human beings	Humanitarian
One who is new in any business or profession	Novice
One who attempts a task (such as the writing of a book or starting an enterprise) jointly with another	Collaborator
One who eats vegetables only	Vegetarian
Speech made to oneself when one is alone	Soliloquy
A thing that is fit to be eaten	Edible
To make atonement for one's sins	Expiate
To explain something mysterious or difficult	Elucidate
A statement absolutely clear	Explicit
A widespread disease affecting many people at the same time	Epidemic
To lay special stress on	Emphasise
To root out an evil, disease, etc	Eradicate
Words inscribed on the tomb of a person	Epitaph
A state of perfect balance	Equilibrium
One whose hopes have been dashed to the ground	Frustrated
A day of gaiety and festivity	Gala day
A trade that is prohibited by law	Illicit
A desire that cannot be repressed	Irrepressible
A method that cannot be imitated	Inimitable
Remarks which do not really apply to the subject under discussion	Irrelevant

A story that can hardly be believed	Incredible
A problem never likely to be solved	Insoluble
A comparison that is out of place	Inapt
A sound that cannot be heard	Inaudible
Liable to catch fire easily	Inflammable
That which cannot be hurt	Invulnerable
That which cannot be satisfied	Insatiable
That which cannot be altered or withdrawn	Irrevocable
That which is not likely to happen	Improbable
That which cannot be explained	Inexplicable
A loss or damage that cannot be compensated for	Irreparable
To urge to commit a crime	Instigate
A remedy which never fails	Infallible
A thing that cannot be seen with human eyes	Invisible
A statement which cannot be understood	Incomprehensible
One who is very easily made angry	Irritable
That which is incapable of being described adequately	Indescribable
A bird that comes and goes with season	Migratory
To preserve from extinction	Perpetuate
An ordinary and commonplace remark	Platitude
A sum paid to a man for a piece of work	Remuneration
People who take up arms against the government	Rebels
A person very reserved in speech	Reticent
The act of violating the sanctity or destroying the property of a church	Sacrilege
A style full of words	Verbose
To make up one's mind and change it quickly	Vacillate
To establish the justice of a cause	Vindicate
A person with a long experience of any occupation	Veteran
An animal that cannot be tamed	Wild
A place where clothes are kept	Wardrobe
Give and receive mutually	Reciprocate
The purest and most essential part of a thing	Quintessence
A state of complete continence on the part of a woman	Virginity
A man most inordinately desirous of money	Avaricious
Movement or action so stealthy that none might observe	Surreptitious
One who cannot be corrected	Incorrigible
A man who has too much enthusiasm for his own religion and hates other religions	Fanatic
A tendency to give an unfair judgment through sympathy with one side	Partiality
A statement not likely to be true	Dubious

Worship of images or idols	Idolatory
A peculiarity of temperament or constitution	Idiosyncrasy
To decorate (building, house, etc.) with lights	Illuminate
A country, etc., which is very distant	Remote
Perceptible by touch, definite, clear and intelligible	Tangible
To send out of one's native country	Exile
A person chosen by parties who have a controversy to settle their differences	Mediator
Capable of being interpreted in two or more ways	Ambiguous
Concluding part of a literary work	Epilogue
A fictitious name used by an author	Pseudonym
A short stay at a place	Sojourn
The area over which an official has control	Jurisdiction
One who abstains from intoxicants	Teetotaler
Notice of death, especially in a newspaper	Obituary
A statement which cannot be contradicted	Irrefragable
Incapable of being described adequately	Indescribable
One who studies the sky and the stars	Astronomer
One who collaborates with an enemy inside or outside one's country	Quisling
One who embraces voluntary death for the sake of one's country	Martyr
Part of the theatre where the spectators sit	Auditorium
Opinion contrary to accepted doctrines	Heresy
Speaking one's thoughts aloud to oneself	Soliloquising
To rise in value	Appreciate
One who shapes one's conduct according to the circumstances of the moment	Opportunist
One who makes an official examination of accounts	Auditor
Great clapping and cheering	Applause
Change of form or character	Metamorphosis

**Exercise 197** *Substitute one word for the italicized expressions*

1 That play was published *after the death of its author* 2 My father was *indifferent to pleasure or pain*. 3 All the members of the committee were *of one mind* on this issue 4 Petrol is a substance *which is likely to catch fire easily* 5 Those who walk on foot should cross the road only when there is a red light 6 The depth of the sea *cannot be measured* 7 The military officer was held by the enemy *as a pledge for the fulfilment of an agreement* 8 The practice of *marrying more than one wife at the same time* was prevalent in the ancient Indian society 9 He thought that the usual arrangement would probably be allowed since there was a *previous case which might serve as an example*, 10 He is full of *ignorant and irrational beliefs*

(7 Hostage, 9 Precedent, 10. Superstitious)

## Exercise 193 Give one word for the following

1 Old word or expression no longer in common use 2 Disbelief in the existence of God 3 Opinion contrary to accepted doctrines 4 Having several wives at the same time 5 Speaking one's thoughts aloud to oneself

Exercise 199—In each of the following, replace the words in *italics* by a single word having the same meaning

1 The members of the union found that he was *not qualified for election* 2 After a long trial the prisoner was *allowed to go free* 3 He did it *in such a way that he favoured neither side* 4 The shares rapidly *rose in value* at the news of the war 5 He is a clerk who is very often *not all on time* 6 He was known as one who *shapes his conduct according to circumstances of the moment* 7 He was friendly with *those associated with him in the same employment* 8 The system of government of the country was made *by the people for the people*

(3 Impartially)

## Exercise 200 What do you call the following

1 A person who practises law 2 A person who looks on the dark side of things 3 A person who makes an official examination of accounts 4 A person skilled in surgery

Exercise 201 In the following sentences replace the words in brackets by a single word of the same meaning

1 The (people who applied for the job) all came to Madras 2 They were all (seen and asked questions) by the committee 3 The singer (bent his body as a sign of respect) to the audience 4 The headmaster could not (make up his mind) what to do with the boy 5 After the orchestra finished there was great (clapping and cheering)

(1 Applicants 2 Interviewed 3 Bowed 4 Resolve.)

## Exercise 202 Give one word for the following

1 Able to be seen through 2 Having an attraction for metals 3 The bark of a tree used as a cure for malaria 4 One who plans or designs buildings 5 Recovering after an illness.

(1 Cinchona 4 Architect 5 Convalescing)

Exercise 203 1 One who makes calculations connected with insurance 2 Persons working in the same institution 3 Study of the relation of living things to environment 4 A written malicious statement 5 Greater than that of sound (speed)

(1 Actuary 3 Ecology 5 Supersonic)

Exercise 204 1 Open to more than one interpretation 2 A state of perfect balance 3 A person who dies without making his will 4 To give one's authority to another 5 Allowance due to a wife from her husband consequent upon separation

(1 Equilibrium, 4 Delegate, 5 Alimony)

Exercise 205 1 One who is present everywhere 2 One who cannot be corrected 3 Men living in the same age or period 4 An office or post with salary but no work 5 A man who hates all mankind 6 That which destroys germs

Exercise 206 1 Exclusive possession of the trade in some commodity 2 Sole right to make and sell some invention 3 A person who is made to bear the blame due to others 4 An unmarried woman 5 A child who stays away from school without leave.

(1 Monopoly, 2 Patent 3 Scapegoat, 4. Maiden, 5 Truant)

## Synonyms

## A

Abandon Leave, forsake  
 Abhor Detest, hate  
 Abnormal Unusual, unnatural  
 Abridge Shorten, curtail  
 Absurd Silly, ridiculous  
 Abundant Plentiful  
*Achieve Accomplish*  
 ✓ Acquiesce Assent  
 Accumulate Collect, store  
 Adequate Sufficient  
 Admiration Praise  
 Adoration Worship, love reverence  
 Adversity Misfortune  
 Affliction Distress, sorrow  
 Aggravate Heighten, intensify  
 Alien Foreign  
 Amiable Lovable, charming  
 Anguish Pain agony, suffering  
 Appalling Terrifying, dreadful  
 Apposite Suitable  
 Apprehend Know, fear  
 Assistance Help  
 Astonish Amaze  
 Attack Assault  
 Audacious Bold, daring  
 Authentic True  
 Aversion Hatred, hostility  
 Awkward Clumsy -

## B

Base Low, mean, ignoble  
 Behaviour Demeanour.  
 Blame Accuse  
 Bliss Happiness, joy, felicity  
 Brutal Savage, cruel  
 Brisk Bright, lively

## C

Callous Hard, cruel  
 Calm Quiet, tranquil  
 Candid Sincere, frank  
 Casual, Uncertain

Catastrophe Disaster, calamity.  
 Category Class  
 Civil Polite, courteous  
 Cold Frigid, indifferent, passionless  
 ✓ Colossal Huge enormous, gigantic  
 Compassion Pity, sympathy  
*Compatible Consistent*  
 ✓ Conceit Pride, thought  
 Concise Short, brief  
 Condemn Blame, censure  
 Condense Compress thicken.  
 Conspicuous Noticeable  
 Constancy Steadfastness, steadiness  
 Contingent Conditional possible, unpredictable  
 Conversant Familiar  
 Cordial Warm, friendly, hearty  
 Corrupt Debased tainted, depraved  
 Crafty Cunning sly  
 Criterion Standard, test, rule  
 Crucial decisive  
 Cruel Fierce, tyrannical  
 Cynical Misanthropic

## D

Damage Loss harm, injury  
 Deadly Fatal, destructive  
 ✓ Decay Decline, wither, fade.  
 Decorate Adorn, embellish, ornament.  
 ✓ Deficient Lacking, inadequate, warning  
 ✓ Deformity Malformation, disfigurement  
 Denounce Accuse, condemn  
 Desolate Lonely, deserted  
 ✓ Destitute Needy  
 ✓ Deteriorate Degenerate, decline  
 ✓ Dexterity Skill, adroitness, deftness  
 Didactic Instructive

Diffident hesitant  
 Diligent Industrious, persevering  
 Disgrace Dishonour, shame  
 Dissipate Waste  
 Divine Godlike, heavenly

## E

Earnest Serious solemn  
 Eccentric Odd singular  
 Economical Frugal  
 Elegant Refined, tasteful  
 Emancipate Free, liberate, deliver  
 Emergency Exigency  
 Emulate Imitate  
 Eradicate Destroy, uproot  
 Exceptional Unusual rare  
 Exquisite Fine, elegant  
 Extraordinary Exceptional, uncommon  
 Extravagant Wasteful, prodigal, spendthrift

## F

Fabricate Forge, construct  
 Fallacious Deceptive, false  
 False Untrue spurious  
 Fanciful Imaginative fantastic  
 visionary, queer  
 Fascinate Charm, enchant  
 Fastidious Particular finical  
 Fecund Productive, fertile  
 Ferocious Fierce, savage, barbarous  
 Fictitious False untrue  
 Flimsy Slight, thin, trivial  
 Fraud Deceit, trickery  
 Fury Anger

## G

Gaiety Joyousness happiness, mirth  
 Ghastly Horrible, frightful, gruesome  
 Gigantic Colossal great  
 Gratification Enjoyment, satisfaction  
 Grievous Painful, sorrowful

Guile Fraud, trickery.  
 Guilt Sin, crime

## H

Hamper Hinder, impede  
 Haughty Arrogant, proud  
 Hazardous Dangerous, risky, perilous  
 Humane Kind, benevolent  
 Humility Modesty, politeness

## I

Illiterate Unlearned, ignorant  
 Immaterial Unimportant  
 Imminent Threatening, impending  
 Imperious Authoritative, dictatorial  
 Impertinent Impudent, insolent, shameless  
 Imposter Cheat  
 Inadvertent Careless, negligent, unintentional  
 Inanimate Lifeless  
 Incessant Continuous  
 Inexorable Relentless, merciless  
 Indignant Angry  
 Ingenious Clever inventive  
 Ingenuous Artless, sincere.  
 Insidious Treacherous cunning  
 Irresolute Undecided, wavering, vacillating

## J

Jolly Jovial, merry  
 Joy Delight pleasure  
 Jubilant Joyful  
 Judicious Discreet, prudent

## K

Knavery Fraud

## L

Laborious Assiduous industrious  
 Lament Grieve, mourn  
 Lenient Mild, forbearing

Lethargy Sluggishness  
 Liberal Generous  
 Liberty Freedom independence  
 Likeness Similarity  
     resemblance  
 Lively Active  
 Loathe Detest abhor  
 Loyal Faithful devoted  
 Lucky Fortunate  
 Luxuriant Abundant, profuse

## M

Magnificent Splendid grand  
 Malice Spite ill will  
 Marvellous Wonderful  
     astonishing  
 Meagre Small  
 Mean Low abject  
 Melancholy Gloomy sad  
 Merciful Pitiful compassionate  
 Mighty Strong powerful  
 Misery Sorrow distress  
 Mockery Ridicule  
 Morbid Unhealthy, diseased  
 Mournful Sorrowful sad

## N

Negligent Careless heedless  
 Nice Pleasant agreeable  
 Notable Remarkable  
 \* memorable  
 Notorious Infamous  
 ✓

## O

Obliterate Destroy efface  
 Obscene Indecent filthy  
 ✓ Obsequious Servile  
 Obsolete Antiquated  
 Obtrude Intrude  
 Obtuse Dull stupid  
 Opportune Timely

## P

Pathetic Touching moving  
 Pensive Thoughtful  
 Perennial Permanent,  
     perpetual  
 Persuade Induce urge  
 Pious Holy, devout.

Plentiful Abundant  
 Portray Draw sketch, depict  
 Precarious Risky dangerous  
 Pretence Pretext excuse  
 Prodigal Extravagant  
 Precocious Premature  
     forward

## Q

Quaint Queer odd singular  
 Queer strange odd  
 Questionable doubtful disput-  
     able accountable

## R

Radiant Bright brilliant  
 Rebellion Revolt mutiny  
 Refined Elegant  
 ✓ Reiterate Repeat  
 Rejoice Delight  
 Relevant Pertinent  
 Remorse Regret repentance  
 Remote Far distant  
 Renown Fame reputation  
 ✓ Repudiate Reject  
 Resistance Opposition  
     hindrance  
 ✓ Reticent Silent reserved  
 Ridiculous Absurd laughable  
 Righteous Just Godly  
 Rigid Stiff unyielding  
 Ruin Destruction downfall  
 Ruinous Destructive injurious

## S

Sacred Holy consecrated  
 Sane Sensible sound  
 ✓ Satisfy Satisfy  
 Savage Wild barbarous  
 ✓ Scandal Infamy slander  
 ✓ Scanty slender meagre  
 Scold Chide rebuke  
 Sensual fleshly, carnal  
 Serious Grave earnest  
 Servile Slavish  
 Shapely Graceful elegant  
 ✓ Shrewd Astute, perspicacious  
     canny wily  
 Shy Bashful  
 Simple Plain natural



Slender Scanty, slight  
Solace Comfort, relief  
Solicitous Anxious  
Solitary Single, lonely  
Sombre Gloomy, dark  
Sordid Dirty, ugly, squalid  
Special Particular, distinctive  
Specimen Sample model  
Splendid Magnificent grand  
Spurious False, imaginary  
Squander Waste  
Static Fixed

Stationary Motionless fixed  
Sterile Barren unproductive  
Stiff Rigid stern  
Stubborn Obstinate  
Sublime Elevated exalted  
Submission surrender,  
obedience  
Superficial Shallow  
Surplus Excess  
Synonymous Equivalent,  
identical

T

Talkative Garrulous  
Tame Gentle mild  
Tedious Wearisome,  
monotonous  
Temperate Moderate  
Temporal Worldly  
Tentative Experimental  
Thankful Grateful obliged  
Theatrical Dramatic  
Thin Slim slender  
Thoughtful Pensive contempla-  
tive  
Thrifty Economical  
Thrive Prosper, flourish  
Tortuous Winding deceitful  
Tough hard strong, difficult  
Fragile Sorrowful, distressing

Transient Transitory,  
temporary  
Tyrant Despot, autocrat.

U

Ugly Repulsive  
Unique Single, unequalled  
Urbane Polite, courteous  
Urge Press, incite  
Useful Advantageous

V

Vacillate Waver  
Various Diverse several  
Vehemence Force passion.  
Venerable Respectable  
Vigilance Watchfulness  
Vindictive Revengeful  
Voracious Greedy  
Vulgar Coarse, crude

W

Warlike Soldierly.  
Weary Tired  
Wealthy Rich  
Wholesome Healthy, sound  
Wickedness Evil  
Wild Savage  
Wretched Miserable,  
unfortunate  
Wreck Ruin, destroy

Y

Yearn Crave, desire  
Yield Surrender  
Yielding Submissive.

Z

Zeal Passion  
Zenith Top summit  
Zest Enthusiasm

## Formation of Words

### Formation of Nouns

#### (a) From Verbs

Verbs	Nouns	Verbs	Nouns
Abide	Abode	Advise	Advice
Bear	Birth, Bier	Believe	Belief
Bind	Bond, band	Bite	Bit
Break	Breach	Burn	Brand
Choose	Choice	Do	Dead
Draw	Draft	Drink	Draught
Die	Death	Float	Fleet
Flow	Flood	Fly	Flight
Give	Gift	Lend	Loan
Live	Life, living	Lose	Loss
Offend	Offence	Practise	Practice
Pretend	Pretence	Prove	Proof
Pursue	Pursuit	Receive	Receipt, reception
Relieve	Relief	See	Sight
Shake	Shock	Sing	Song
Sit	Seat	Speak	Speech
Strive	Strife	Strike	Stroke
Tell	Tale	Think	Thought
Weave	Web	Wake	Watch

#### (ii)

Abound	Abundance	Arrive	Arrival
Admit	Admission	Agree	Agreement
Apply	Application	Approve	Approval
Amuse	Amusement	Assist	Assistance
Attract	Attraction	Attend	Attendance, attention
Belong	Belongings	Bless	Blessings
Bury	Burial	Carry	Carriage
Compel	Compulsion	Conceal	Concealment
Connect	Connection	Deceive	Deception
Decide	Decision	Defy	Defiance
Deny	Denial	Deliver	Delivery, deliverance
Discover	Discovery	Dismiss	Dismissal
Exceed	Excess	Exist	Existence
Expel	Expulsion	Expect	Expectation
Free	Freedom	Furnish	Furniture
Grow	Growth	Hate	Hatred
Heal	Health		
Know	Knowledge		

Economy Extravagance  
 Eligible Ineligible  
 ✓ Emancipate Enslave  
 End Beginning  
 Energetic Weak  
 Enmity Friendship  
 Enthusiasm Indifference  
 Equality Inequality  
 Entrance Exit  
 Exceptional Ordinary  
 Experience Inexperience  
 Explicit Implicit  
 External Internal  
 Exterior Interior  
 ✓ Extraordinary Ordinary  
 Extravagant Economical

## F

Fabulous Actual real  
 ✓ Fact Fiction  
 Failure Success  
 Fair Foul  
 False True  
 Familiar Strange  
 Famous Obscure, unknown  
     notorious  
 Fanciful Practical  
 Ferocious Mild gentle  
 ✓ Fickle Constant  
 Fictitious True genuine  
 Fine Coarse  
 Flexible Stiff rigid  
 Folly Wisdom  
 Foreign Native  
 Freedom Slavery  
 Fresh Stale  
 Futility Utility

## G

✓ Gaiety Mourning  
 Gain Loss  
 General Particular  
 Generosity Stinginess  
 Genuine False  
 Gloomy Gay  
 Good Bad wicked  
 ✓ Growth Decline  
 Guilty Innocent

## H

## H

Happiness Sorrow sadness  
 Hard Soft

Haughty Humble  
 Help Hinder  
 Heavy Light  
 Honest Dishonest  
 Honour Dishonour, shame  
 Hope Despair  
 Humane Cruel  
 Humble Proud  
 Humility Arrogance  
 Hypocrisy Sincerity

## I

Import Export  
 Include Exclude  
 Increase Decrease  
 Indolent Active, energetic  
 Inhale Exhale  
 Industrious Lazy  
 Inferior Superior  
 Interested Disinterested  
 Interesting Uninteresting

## J

Joy Sadness sorrow  
 Joyful Sad, depressed  
 Joint Separate  
 Junior Senior  
 Justice Injustice

## K

Keen Indifferent  
 Kind Cruel  
 Knowing Ignorant  
 Knowledge Ignorance

## L

Lack Plenty  
 Languid Energetic, vigorous  
 Legal Illegal  
 Legible Illegible  
 Liberty Slavery  
 Light Heavy  
 Liquid Solid  
 Long Short  
 Loose Tight  
 Love Hate  
 Loyal Treacherous.

## M

Mad Sane.  
 Major Minor

Malice Goodwill  
 Master Servant.  
 Material Spiritual  
 Maximum Minimum  
 Meagre Plentiful  
 Melancholy Gaiety  
 Merit Demerit  
 Mighty Weak  
 Mild Harsh, stern  
 Miserly Generous  
 Moral Immoral  
 Morbid Healthy  
 Mortal Immortal  
 Motion Rest.

## N

Native Foreign  
 Natural Artificial  
 Neat Untidy  
 Noble Base Ignoble  
 Normal Abnormal  
 Notorious Reputable

## O

Obstinate Yielding  
 Obedient Disobedient  
 Offensive Pleasing defensive  
 Ominous Auspicious  
 Optional Compulsory  
 Oral Written  
 Outward Inward

## P

Part (n) Whole  
 Part (v) Join  
 Partial Fair Impartial  
 Particular General  
 Passion Coolness  
 Pathetic Joyous  
 Peace War  
 Permanent Temporary  
 Persuade Dissuade  
 Physical Spiritual, mental  
 Please Displease  
 Pleasure Pain  
 Plenty Scarcity  
 Polite Impolite rude  
 Poor Rich wealthy  
 Practicable Impracticable

Praise Condemn defame  
 Precious Cheap worthless  
 Pride Humility  
 Profit Loss  
 Prospect Retrospect  
 Prosperity Adversity  
 Prudent Imprudent  
 Public Private  
 Punishment Reward  
 Pure Impure

## Q

Quarrelsome Peaceful,  
 friendly  
 Quick Slow tardy  
 Quiet Noisy

## R

Raise Lower  
 Rapid Slow tardy  
 Rare Common ordinary  
 Rash Steady cautious  
 Real False  
 Rear Front van  
 Receive Give  
 Rectify Falsify  
 Reject Accept admit  
 Relevant Irrelevant  
 Religious Secular irreligious  
 Relish Dislike  
 Remember Forget  
 Remote Near  
 Repulsive Attractive  
 Rich Poor needy  
 Right Wrong  
 Rise Fall  
 Rough Smooth

## S

Sacred Unholy profane  
 Safety Danger  
 Sane Insane  
 Satisfaction Dissatisfaction  
 Savage Civilized  
 Scanty Plentiful  
 Secret Open public  
 Sensible Insensible senseless  
 Sensitive Insensitive  
 Separate Joint

Service Disservice  
 ✓ Severe Mild  
 Sharp Blunt  
 Shy Bold impudent  
 Silence Noise  
 Sin Virtue  
 Smart Dull, slow  
 Smile Frown  
 Sober Excited drunk  
 Soft Hard, stubborn  
 Solid Liquid  
 Sorrow Joy  
 Special Ordinary  
 Speedy Slow  
 Spiritual Material  
 Stale Fresh  
 Stationary Moving  
 Straight Crooked  
 Sublime Ridiculous  
 Success Failure  
 Sufficient Insufficient  
 Superior Inferior  
 ✓ Surplus Deficit  
 Sweet Bitter sour  
 Swift Slow  
 Synonym Antonym

## T

Tame Wild  
 Tedious Lively  
 Tender Hard strong  
 Temperate Intemperate  
 Thankful Thankless  
 Theory Practice  
 Thin Fat stout  
 ✓ Thrifty Extravagant  
 ✓ Thrive Decline  
 ✓ Timid Bold  
 Tolerance Intolerance  
 Tragic Comic  
 Tranquil Agitated  
 Transient Lasting durable

Transparent Opaque  
 True False

## U

Ugly Beautiful  
 Uniform Variable  
 Union Disunion, discord, split  
 Urban Rural  
 Use Disuse abuse  
 Useful Useless  
 Usual Unusual

## V

Vain Modest effective  
 Vigilant Careless heedless  
 Vindictive Forgiving  
 Violent Gentle  
 Virtue Vice  
 Visible Invisible  
 Vulgar Refined

## W

Wave Wax  
 Want Abundance  
 War Peace  
 Warmth Coolness.  
 Wearisome Refreshing  
 Weighty Light, unimportant  
 Wild Civilised  
 Woeful Cheerful  
 Work Idleness  
 Wrong Right

## Y

Yield Resist  
 Youth Age

## Z

Zeal Indifference  
 Zest Distance dislike  
 Zenith Nadir

Exercise 207 Give the antonyms of the following :

Retreat advance kindness evil trade sympathy sharp rural

(Advance retreat Trade : sale Sympathy : antipathy)

Exercise 208 Without the use of prefixes and suffixes give a single word opposite in meaning to each of the following :

Profit, expensive heavy, waste praise, enormous premium credit,

(Enormous, small premium discount, credit debit or descredit.)

**Exercise 209** For each word on the right find on the left the word which is its opposite in meaning.

Brave	Withdraw
Friendly	Partial
Careful	Priceless
Prudent	Cowardly
Fair	Rash
Worthless	Hostile
Exciting	Negligent
Deposit	Dull

(The order in the right column should be cowardly, hostile, negligent, rash, partial, priceless, dull, withdraw)

**Exercise 210** Make a word opposite in meaning to each of the following by adding a prefix. e.g. Successful—Unsuccessful.

Honest, acceptable, reasonable, correct, famous, fair, service, relevant

(The prefixes are dis, un, in, on, in, un, dis, ir)

**Exercise 211** Give the antonyms of the following words

Sufficient please, logical, broad failure above, complete famous religious, enemy legible quick light, stale, lazy, natural, dull increase, plenty, prose, heaven joy borrow moral, rejoice humble, senior, freedom, synthesis, acquit, resist cheap gloomy genuine, theory, voluntary, concise

**Exercise 212** Give a word of opposite meaning to the following by adding a prefix

Human perfect, reverent, mortal, normal, approve, sense; noble audible like

(The prefixes are in, im, ir, in, ab, dis, non, ig, in dis)

**Exercise 213** Give the antonyms of:

Variety Refinement Affinity, Disperse Affectation.

(Uniformity Coarseness, Aversion, Assemble, Naturalness.)

**Exercise 214** Give words of opposite meaning to the following

Demote, Barren, Generous, Neglect

(Promote, Fertile, Miserly, Care)

**Exercise 215** Give words of opposite meaning to the following:

Homogeneous, Complex, Flexible, Abbreviate, Liberty

(Heterogeneous, Simple, Rigid, Expand, Slavery)

# Antonyms

## A

Ability Disability  
 Absurd Rational, sane  
 Accept Reject, refuse  
 Accord Discord, disagreement  
 Acquit Convict  
 Admire Dislike  
 Adopt Reject  
 Adversity Prosperity  
 Analysis Synthesis  
 Ancient Modern  
 Appreciate Depreciate  
 Arrival Departure  
 Arrogant Humble  
 Artificial Natural  
 Ascent Descent  
 Attack Defend  
 Attract Repel  
 Authentic Spurious  
 Awkward Graceful

## B

Barbarous Civilized  
 Barren Fertile  
 Base Noble  
 Beautiful Ugly  
 Belief Disbelief  
 Benevolent Malevolent  
 Bliss Misery  
 Boisterous Quiet, calm  
 Bold Timid, cowardly  
 Borrow Lend  
 Brutal Humane, kindly.

## C

✓ Callous Soft, tender  
 Care Neglect  
 Censure Praise  
 Certain Uncertain  
 ✓ Chaste Impure, unchaste,  
 Cheap Dear

✓ Cheerful Gloomy, depressed  
 ✓ Coarse Fine  
 Comic Tragic, serious  
 Compare Contrast  
 ✓ Competent Incompetent  
 ✓ Compress Expand  
 Conceal Reveal  
 ✓ Concord Discord  
 ✓ Condense Lengthen, expand  
 Confess Deny  
 Confidence Diffidence,  
 distrust, doubt  
 Continue Discontinue  
 Contract Expand  
 ✓ Cordial Cold, frigid  
 Costly Cheap  
 Create Destroy  
 ✓ Credit Discredit  
 ✓ Crude Refined  
 Cruel Kind, gentle

## D

Danger Safety  
 Darkness Light  
 ✓ Decrease Increase  
 Deep Shallow  
 ✓ Definite Indefinite, vague  
 Delay Haste  
 Delight Displeasure, sorrow  
 Dense Sparse  
 Descend Ascend  
 Despair Hope  
 Destruction Construction  
 Diffident Confident  
 ✓ Diligent Lazy  
 Discourage Encourage  
 Distant Near  
 Dwarf Giant

## E

Early Late  
 ✓ Earthly Heavenly, celestial

Verbs	Nouns	Verbs	Nouns
Judge	Judgment	Laugh	Laughter
Learn	Learning	Manage	Management
Marry	Marriage	Mean	Meaning
Move	Motion, Movement	Narrate	Narrative, Narration
Obey	Obedience	Object	Objection
Occupy	Occupation	Oppose	Opposition
Perform	Performance	Please	Pleasure
Precise	Precision	Proceed	Process, Prediction
Provide	Procedure	Predict	Protection
Quote	Provision	Protect	Reduction
Refer	Quotation	Reduce	Refreshment
Refuse	Reference	Refresh	Response
Resolve	Refusal	Respond	Revelation
Slay	Resolution	Reveal	Service
Secure	Slaughter	Serve	Stealth
Seize	Security	Steal	Success
Urge	Seizure	Succeed	Trial
Vary	Urgency	Try	Vacancy
Weight	Variety	Vacate	Writing, writ
	Weight	Write	Wedding
		Wed	

## (b) From Adjectives

Adjectives	Nouns	Adjectives	Nouns
Able	Ability	Abundant	Abundance
Active	Activity	Brave	Bravery
Broad	Breadth	Brief	Brevity
Busy	Business	Calm	Calmness
Cheap	Cheapness	Certain	Certainty
Civil	Civility	Cowardly	Cowardice
Curious	Curiosity	Dear	Dearth
Deep	Depth	Dense	Density
Equal	Equality	False	Falsehood
Fast	Fastness	Fertile	Fertility
Few	Fewness	Frail	Frailty
Free	Freedom	Frank	Frankness
Gallant	Gallantry	Gay	Gaiety
Generous	Generosity	Grand	Grandeur
Great	Greatness	Happy	Happiness
Hard	Hardness, Hardship	High	Height
Holy	Holiness	Honest	Honesty
Hot	Heat	Inferior	Inferiority
Just	Justice	Lame	Lameness
Local	Locality	Long	Length
Mean	Meanness	Merry	Merriment
Moist	Moisture	Mortal	Mortality
Necessary	Necessity	New	Newness
Noble	Nobility	One	Oneness
		Perfect	Perfection



<i>Adjectives</i>	<i>Nouns</i>	<i>Adjectives</i>	<i>Nouns</i>
Obedient	Obedience	Poor	Poverty
Pious	Piety	Private	Privacy
Popular	Popularity	Prudent	Prudence
Proud	Pride	Quick	Quickness
Pure	Purity	Red	Redness
Real	Reality	Rigid	Rigidity
Rival	Rivalry	Round	Roundness
Rich	Richness	Sacred	Sacredness
Royal	Royalty	Scarce	Scarcity
Safe	Safety	Short	Shortage,
Severe	Severity		Shortness
Solitary	Solitude	Special	Speciality
Splendid	Splendour	Strong	Strength
Stupid	Stupidity	Slow	Slowness
Supreme	Supremacy	Sweet	Sweetness
Timid	Timidity	Vacant	Vacancy
Weak	Weakness	Wide	Width
Young	Youth		

## (c) From Nouns

<i>Nouns</i>	<i>Abstract Nouns</i>	<i>Nouns</i>	<i>Abstract Nouns</i>
Act	Action	Agent	Agency
Baby	Babyhood	Bond	Bondage
Beggar	Beggary	Child	Childhood
Coin	Coinage	Creature	Creation
Friend	Friendship	Hero	Heroism
Infant	Infancy	King	Kingship
Mother	Motherhood	Man	Manhood
Owner	Ownership		
Patriot	Patriotism	Priest	Priesthood
Servant	Service	Slave	Slavery
Widow	Widowhood	Woman	Womanhood

## Formation of Verbs

## (a) From Nouns

<i>Nouns</i>	<i>Verbs</i>	<i>Nouns</i>	<i>Verbs</i>
Apology	Apologise	Authority	Authorise
Bath	Bathe	Battle	Embattle
Beauty	Beautify	Bed	Imbed
Black	Blacken	Blood	Bleed
Body	Embody	Brass	Braze
Breadth	Broaden	Brood	Breed
Cage	Encage	Camp	Encamp
Centre	Concentrate	Character	Characterize
Christ	Christen		
Circle	Encircle	Class	Classify
Cloth	Clothe	Cloud	Becloud
Colony	Colonize	Company	Accompany
Courage	Encourage	Critic	Criticise
Custom	Accustom	Danger	Endanger

Nouns	Verbs	Nouns	Verbs
Deity	Deify	Dew	Bedew
Drop	Drip	Economy	Economize
Electricity	Electrify	Example	Exemplify
Fame	Defame	Famine	Famish
Food	Feed	Fool	Befool
Force	Enforce	Fraud	Defraud
Friend	Befriend	Fright	Frighten
Frost	Freeze	Fruit	Fructify
Game	Gambol	Glass	Glaze
Glory	Glorify	Gold	Gild
Guile	Beguile	Habit	Habituate
Half	Halve	Hand	Handle
Harmony	Harmonize	Haste	Hasten
Head	Behead	Heir	Inherit
Horror	Horrify	Idol	Idolize
Joy	Enjoy	Justice	Justify
Knee	kneel	Knot	Knot
Magnet	Magnetize	Memory	Memorise, Commemorate
Monopoly	Monopolise	Nation	Nationalise
Nature	Naturalise	Necessity	Necessitate
Nest	Nestle	Neuter	Neutralize
Office	Officiate	Origin	Originate
Patron	Patronize	Peace	Pacify
Population	Populate	Peril	Imperil
Person	Personate	Port	Transport, Import, Export, Deport
Power	Empower	Prison	Imprison
Red	Redden	Right	Rectify
Sale	Sell	Sermon	Sermonize
Shelf	Shelve	Slave	Enslave
Snare	Ensnare	Society	Associate
Spark	Sparkle	Substance	Substantiate
Sympathy	Sympathize	System	Systematize
Table	Tabulate	Tale	Tell
Terror	Terrify	Throne	Enthroned
Title	Entitle	Tomb	Entomb
Utility	Utilise	Vacancy	Vacate
Vapour	Evaporate	Verse	Versify
Vice	Vitiate	Vigour	Invigorate

## (b) From Adjectives

Adjectives	Verbs	Adjectives	Verbs
Able	Enable	Alien	Alienate
Abundant	Abound	Base	Debase
Bitter	Embitter	Bold	Embolden
Brief	Abbreviate	Broad	Broaden
Certain	Ascertain	Calm	Becalm
Cheap	Cheapeñ	Civil	Civilize
Clean	Cleanse	Clear	Clarify

<i>Adjectives</i>	<i>Verbs</i>	<i>Adjectives</i>	<i>Verbs</i>
Dark	Darken	Dear	Endear
Deep	Deepen	Dense	Condense
Different	Differentiate	Double	Duplicate
Equal	Equalize	False	Falsify
Familiar	Familiarize	Flat	Flatten
Feeble	Enfeeble	Fertile	Fertilize
Fine	Refine	General	Generalize
Glad	Gladden	Hale	Heal
Just	Justify	Large	Enlarge
Little	Belittle	Long	Elongate, Lengthen
Low	Lower	Mad	Madden
Mean	Demean	Moist	Moisten
New	Renew	Noble	Ennoble
Perpetual	Perpetuate	Poor	Impoverish
Popular	Popularize	Proper	Appropriate
Public	Publish	Pure	Purify
Rare	Rarify	Real	Realize
Rich	Enrich	Right	Rectify
Sick	Sicken	Solid	Consolidate
Special	Specialize	Specific	Specify
Stable	Stabilize	Strange	Estrange
Stupid	Stupefy	Sure	Ensure
Thick	Thicken	Timid	Intimate
Vile	Vilify	Venerable	Venerate
White	Whiten	Wide	Widen

### Formation of Adjectives

#### (a) From Nouns

<i>Nouns</i>	<i>Adjectives</i>	<i>Nouns</i>	<i>Adjectives</i>
Advantage	Advantageous	Adventure	Adventurous
Accident	Accidental	Advice	Advisable
Affection	Affectionate	Air	Airy
Ancestor	Ancestral	Angel	Angelic
Anger	Angry	Asia	Asiatic, Asian
Angle	Angular	Atmosphere	Atmospheric
Authority	Authoritative	Autumn	Autumnal
Beauty	Beautiful	Black	Blackish
Blood	Bloody	Body	Bodily
Book	Bookish	Boy	Boyish
Brass	Brass	Brim	Brimful
Brother	Brotherly	Brute	Brutal
Burden	Burdensome	Calamity	Calamitous
Capacity	Capacious	Centre	Central
Ceremony	Ceremonial, Ceremonious	Character	Characteristic
Cheer	Cheerful	Chivalry	Chivalrous
Circle	Circular	Child	Childish, Childlike
Class	Classic Classical	College	Collegiate

Nouns	Adjectives	Nouns	Adjectives
Colony	Colonial	Comfort	Comfortable
Contempt	Contemptuous, Contemptible	Coward	Cowardly
Crime	Criminal	Custom	Customary
Danger	Dangerous	Day	Daily
Emphasis	Emphatic	Essence	Essential
Example	Exemplary	Earth	Earthly, Earthen
Ease	Easy	Economy	Economical
East	Eastern	Expectation	Expectant
Expression	Expressive	Empire	Imperial
Expense	Expensive	Enemy	Inimical
England	English	Face	Facial
Fiction	Fictitious	Fable	Fabulous
Faith	Faithful	Fallacy	Fallacious
Fame	Famous	Fate	Fateful
Fancy	Fanciful	Father	Fatherly
Fault	Faulty	Favour	Favourable
Feather	Feathery	Fever	Feverish
Figure	Figurative	Fire	Fiercy
Fish	Fishy	Flesh	Fleshy
Fog	Foggy	Flower	Flowery
Force	Forcible, Forceful	Fool	Foolish
France	French	Fraud	Fraudulent
Friend	Friendly	Frost	Frosty
Fruit	Fruitful	Fury	Furious
Gas	Gaseous	Glory	Glorious
Germ	Germinal	Ghost	Ghostly
Glass	Glassy	Gloom	Gloomy
God	Godly	Gold	Golden
Grass	Grassy	Greed	Greedy
Grief	Grievous	Hair	Hairy
Hand	Handy	Habit	Habitual
Harm	Harmless, Harmful	Haste	Hasty
Haze	Hazy	Head	Heady
Heart	Hearty	Heat	Hot
Heaven	Heavenly	Heir	Hereditary
Herb	Herbal	Hero	Heroic
Hill	Hilly	Home	Homely
Holland	Dutch	Honour	Honorary, Honourable
Horn	Horny	Hour	Hourly
Hysteria	Hysterical	Ice	Icy
Ignorance	Ignorant	Industry	Industrial, Industrious
Irony	Ironical	Island	Insular
Jew	Jewish	Joke	Jocular
Joy	Joyful	King	Kingly

<i>Nouns</i>	<i>Adjectives</i>	<i>Nouns</i>	<i>Adjectives</i>
Labour	Laborious	Lady	Ladylike
Land	Landed	Language	Linguistic
Law	Lawful	Leaf	Leafy
Licence	Licentious	Life	Lifelike, Lifeless
Limit	Limited	Line	Lineal
Lord	Limitless Lordly	Love	Lovely, Loving, Loveable
Lustre	Lustrous	Machine	Mechanical
Man	Manly	Manner	Mannerly
Medicine	Medicinal	Memory	Memorable
Merchant	Mercantile	Mercy	Merciful, Merciless
Mercury	Mercurial	Merit	Meritorious
Metal	Metallic	Military	Martial
Miracle	Miraculous	Might	Mighty
Mirth	Mirthful	Milk	Milky
Money	Monetary	Month	Monthly
Moment	Momentary	Muscle	Muscular
Mother	Motherly	Mystery	Mysterious
Myth	Mythical	Nation	National
Nature	Natural	Need	Needy
Navy	Naval	Nerve	Nervous
Neighbour	Neighbourly	Night	Nightly
Neuter	Neutral	Number	Numeral
Notice	Noticeable	Odour	Odorous
Ocean	Oceanic	Oil	Only
Office	Official, Officious	Ornament	Ornamental
Origin	Original	Orator	Oratorial
One	Only	Paper	Papery
Palace	Palatial	Peace	Peaceful
Passion	Passionate	Picture	Picturesque
People	Popular	Policy	Politic
Play	Playful	Price	Precious
Practice	Practical	Prose	Prosaic
Pride	Proud	Prejudice	Prejudicial
Profit	Profitable	Quarrel	Quarrelsome
Question	Questionable	Red	Reddish
Queen	Queenly	Sand	Sandy
Ruin	Ruinous	Science	Scientific
Scholar	Scholarly	Sense	Sensible
Season	Seasonable	Silk	Silken, Silky
Service	Serviceable	Silver	Silvery
Sight	Sightly	Smoke	Smoky
Slave	Slavish	Solitude	Solitary
Society	Social	Star	Starry
Space	Spacious		

<i>Nouns</i>	<i>Adjectives</i>	<i>Nouns</i>	<i>Adjectives</i>
Stone	Stony	Storm	Stormy
Sun	Sunny	System	Systematic
Sympathy	Sympathetic	Table	Tabular
Talk	Talkative	Taste	Tasty, Tasteful
Terror	Terrible	Thirst	Thirsty
Thought	Thoughtful, Thoughtless	Tile	Titular
Tribe	Tribal	Trifle	Trivial
Trouble	Troublesome	Tutor	Tutorial
Type	Typical	Use	Useful, Useless
Valour	Valiant	Value	Valuable
Verb	Verbal	Vice	Vicious
Viceroy	Viceregal	Vigour	Vigorous
Virtue	Virtuous	Voice	Vocal
War	Warlike	Water	Watery
Week	Weekly	Wind	Windy
Will	Willing, Wilful	Winter	Wintery
Woman	Womanish Womanlike	Wood	Wooden
World	Worldly	Worth	Worthy
Wretch	Wretched	Year	Yearly
Youth	Youthful	Zeal	Zealous

## (b) From Verbs

<i>Verbs</i>	<i>Adjectives</i>	<i>Verbs</i>	<i>Adjectives</i>
Cease	Ceaseless	Move	Movable
Talk	Talkative	Tire	Tiresome

## (c) From Adjectives

Black	Blackish	Blue	Bluish
Clean	Cleanly	Comic	Comical
Red	Reddish	Tragic	Tragical
Ten	Tenfold	White	Whitish
Whole	Wholesome	Yellow	Yellowish

## (d) Foreign Adjectives

<i>Nouns</i>	<i>Adjectives</i>	<i>Nouns</i>	<i>Adjectives</i>
Air	Aerial	Blood	Sanguinary
Body	Corporal	Brother	Fraternal
× Cat	Feline	City	Civic
Day	Diurnal	Death	Mortal
Daughter	Filial	Dog	Canine
Ear	Auricular	Earth	Terrestrial
Last	Oriental	Egg	Oval
End	Final	Eye	Ocular
Father	Paternal	Flesh	Carnal
Flower	Floral	Foot	Pedal
Friend	Amicable	God	Divine

Nouns	Adjectives	Nouns	Adjectives
Hair	Capillary	Hand	Manual
Head	Capital	Heart	Cordial
Heaven	Celestial	Hell	Infernal
Home	Domestic	Hope	Sanguine
King	Royal,	Life	Vital
	Regal		
Light	Lucid	Male	Masculine
Moon	Lunar	Mother	Maternal
Mouth	Oral	Name	Nominal
Night	Nocturnal	Nose	Nasal
Place	Local	Root	Radical
Salt	Saline	Sea	Marine
Side	Lateral	Sight	Visible
Spring	Vernal	Son	Filial
Sun	Solar	Tooth	Dental
Town	Urban	Village	Rural,
			Rustic
Water	Aqueous,	War	Martial
	Aquatic		
Will	Voluntary	Woman	Feminine
Word	Verbal	World	Mundane
Wheel	Rotary	Youth	Juvenile

Exercise 216. Derive verbs and adjective from the nouns given below  
Name, peril, system, table, vacancy

(Name v nominate, Peril : adj. perilous)

Exercise 217. Make adjectives from the following words

Duty, care, instrument, reason, courtesy, son, tolerate, day

Exercise 218. Make verbs from the following words

Offence, submission, total, president, reference, calculation, depreciation, absence.

(Total totalize)

Exercise 219. Form nouns from each of the following verbs

Abbreviate, adjourn, cure, dismiss, correct, refer, write, enter

(adjourn adjournment, 'cure is a noun also)

Exercise 220. Make verbs from the following words

Completely, oppression, adjustment, relations, prosperity, direction, definitive, injuries.

(definitive define)

Exercise 221. Complete each sentence by adding an adjective formed from the noun given in brackets :

1. He was very ... in his work. (system)
2. Shaw was ... for his wit. (fame)
3. He was ... in his calculations. (accuracy)
4. The ... party ended at dawn. (gaiety)
5. Our clients will find this rule ... (benefit)
6. Counting notes is a ... task. (labour)
7. We must be ... in our plans. (practice)

## Foreign Words and Phrases

### A Latin Words and Phrases

- |    |  |     |   |
|----|--|-----|---|
| 1  | <i>ab aeterno</i> —from eternity   | 22  | <i>de facto</i> —actual, real   |
| 2  | <i>ab initio</i> —from the beginning   | 23  | <i>de jure</i> —rightful  |
| 3  | <i>ab origine</i> —from the origin or beginning  | 24, | <i>de mortuis nil nisi bonum</i> —say nothing but good of the dead  |
| 4  | <i>ad extra</i> —in an outward appearance  | 25  | <i>de novo</i> —anew  |
| 5  | <i>ad infinitum</i> —to infinity   | 26  | <i>deus ex machina</i> —a god from a stage contrivance, a too obvious device in an author's plot, a violent and inartistic solution of a difficulty in a plot |
| 6  | <i>ad interim</i> —for the meantime  | 27  | <i>divide et impera</i> —divide and rule  |
| 7  | <i>ad nauseam</i> —to the extent of producing disgust  | 28  | <i>errare est humanum</i> —to err is human  |
| 8  | <i>ad valorem</i> —according to value  | 29  | <i>ex cathedra</i> —from the chair of office, hence authoritatively   |
| 9  | <i>alma mater</i> —benign mother, said of a university or an educational institution by its good students                              | 30  | <i>excelsior</i> —higher and higher   |
| 10 | <i>alter ego</i> —one's second self, also used of an intimate friend or representative   | 31  | <i>exempli gratia</i> —by way of example (e g)  |
| 11 | <i>anima mundi</i> —the soul of the world  | 32  | <i>ex officio</i> —by virtue of his office  |
| 12 | <i>anno domini</i> —in the year of our Lord (A.D.)   | 33  | <i>ex parte</i> —on one side, as a partisan   |
| 13 | <i>annus mirabilis</i> —year of wonders, the most significant year in the life of a person.  | 34  | <i>factum est</i> —it is done   |
| 14 | <i>ante meridiem</i> —before noon (A.M.)   | 35  | <i>fiat justitia</i> —let justice be done   |
| 15 | <i>bene vobis</i> —health to you!  | 36  | <i>hic finis fandi</i> —here was the end of the speaking, here finishes the story   |
| 16 | <i>bona</i> —goods   | 37  | <i>ibidem</i> —in the same place or thing or case (Ibid)  |
| 17 | <i>bona fides</i> —good faith, e g, one has to establish one's bona fides before one can be entrusted with something really important. | 38  | <i>id est</i> —that is (i e)  |
| 18 | <i>bona fide</i> —genuine, e g, only bona fide members will be allowed to enter the club   | 39  | <i>in camera</i> —in the (judge's private) room, in a private room  |
| 19 | <i>casus belli</i> —the cause that involves or justifies war   | 40  | <i>in extenso</i> —at full length   |
| 20 | <i>causa sine qua non</i> —an indispensable cause  | 41  | <i>in memoriam</i> —in the memory of  |
| 21 | <i>cui bono?</i> —who is the gainer?   | 42  | <i>in status quo</i> —in the former state, in the same state as before  |



- 43 *inter alia*—among other things  
 44 *in toto*—wholly or entirely  
 45 *ipso facto*—virtually, in the fact itself  
 46 *locus standi*—a place for standing, metaphorically, the right to interfere  
 47 *magnum bonum*—great good  
 48 *magnum opus*—a great work  
 49 *malafide*—treachingly, with bad faith  
 50 *mea culpa*—by my own fault  
 51 *memento mori*—remember you must die  
 52 *modus operandi*—plan of working mode of operation  
 53 *nota bene*—mark well, take notice (NB)  
 54 *pari passu*—with equal pace, together  
 55 *paccavi*—I have sinned  
 56 *post mortem*—after death  
 57 *quod erat demonstrandum*—which was to be demonstrated or proved  
 58 *quo vadis*—whither goest thou?

# B French Words and Phrases

- 1 *affaire d'amour*—a love affair  
 2 *affaire d'honneur*—an affair of honour  
 3 *aide*—an assistant  
 4 *aide de camp*—bodyguard  
 5 *a la main*—in hand, ready, by hand  
 6 *a la mode*—according to the custom, in fashion  
 7 *a la mort*—to the death  
 8 *ancien régime*—the old order of things  
 9 *au revoir*—adieu until we meet again  
 10 *beau jour*—fine day, good time  
 11 *bonjour*—good day, good morning  
 12 *bon ton*—the height of fashion  
 13 *bon vivant*—a jovial companion  
 14 *bon voyage!*—(Wish) a good journey to you!

- 59 *religio loci*—the religious spirit of the place.  
 60 *requiescat in pace*—May he (or she) rest in peace (R.I.P.)  
 61 *sartor resartus*—the tailor retailored  
 62 *sic transit gloria mundi*—so passes away earthly glory  
 63 *summum bonum*—the chief good  
 64 *verbatim*—word for word  
 65 *versus*—against  
 66 *via*—by way of  
 67 *via media*—a middle course  
 68 *vice*—in place of  
 69 *vice versa*—the terms being exchanged  
 70 *videlicet*—namely (*viz*)  
 71 *virginibus puerisque*—for young persons  
 72 *vide*—indicates reference to some passage or book, etc  
 73 *vivat rex*—long live the king  
 74 *viva voce*—by oral testimony  
 75 *vox populi, vox Dei*—the voice of the people is the voice of God  
 15 *bourgeois*—a townsman, middle class  
 16 *cadre*—a list of officers, a scheme  
 17 *coup d'état*—a sudden change of government or in political affairs brought about by unconstitutional methods  
 18 *détenu, feminine détenue*—a person detained in custody, especially a political prisoner  
 19 *debris*—scattered fragments, wreckage  
 20 *édition de luxe*—a splendid and expensive edition of a book  
 21 *éclat*—conspicuous success, pomp or social distinction  
 22 *égalité*—equality  
 23 *élan*—dash, eagerness to advance.  
 24 *élite*—pick, choice

25. *en masse*—in a body, all together.  
 26. *en route*—on the way (to).  
 27. *fin de siècle*—end of the (19th) century, decadent.  
 28. *flaire*—keen sense.  
 29. *grand merci*—many thanks.  
 30. *hors de combat*—unfit for fight, disabled.  
 31. *idée fixe*—a fixed idea.  
 32. *impasse*—an insoluble difficulty.  
 33. *ingenu*—a naive young woman especially on the stage.  
 34. *le beau monde*—the fashionable world.  
 35. *lettre de cachet*—a sealed letter, a royal warrant.  
 36. *mal à propos*—ill-timed.  
 37. *mariage de convenance*—marriage from interest rather than from love.  
 38. *melée*—a confused scuffle.  
 39. *nom de guerre*—an assumed name.  
 40. *nouveaux riches*—persons who have become lately rich, upstarts.  
 41. *octroi*—duties paid at the gate of a city.  
 42. *par excellence*—eminently.  
 43. *personnel*—the persons employed in any service, etc.  
 44. *raison d'être*—a reason for existence.  
 45. *répondez s'il vous plaît*—reply if you please (R S V.P.)  
 46. *résumé*—an abstract or summary.  
 47. *sans peur et sans reproche*—without fear and without reproach.  
 48. *tour de force*—a feat of strength or skill.  
 49. *tête à tête*—private, confidential.  
 50. *vis-à-vis*—opposite, facing each other.

Exercise 22 Give English meanings of the following foreign phrases, using them in sentences of your own

*ad hoc*, *à la carte*, *à la mode*, *alter ego*, *bona fide*, *carte blanche*, *de facto*; *cul-de-sac*, *en rapport*, *esprit de corps*

(*ad hoc*—for this special purpose, *à la carte*—according to the bill of fare; *carte blanche*—full discretionary power, *cul-de-sac*—blind alley, *en rapport*—in direct relation, in close touch or sympathy, *esprit de corps*—regard for honour and interests of body one belongs to)

Exercise 23 Give the English equivalents of the following words and phrases: *à la mode*; *sang froid*; *faux pas*; *à propos*; *bona fide*; *sine die*; *ad nauseam*; *status quo*; *ipso facto*, *carte blanche*.

(*sang froid*—composure, coolness in danger, *faux pas*—a false step, a mistake; *sine die*—without date, indefinitely)

## *Words Followed by Appropriate Prepositions*

**Abide by** a promise, a decision to stick to it Once you have made a promise you ought to abide by it

**Abound in** to be rich in This tank abounds in fish

**Abound with** to be infested with The forest abounds with elephants and lions

**Absolve from** to free from, to acquit of Nothing can absolve you from your responsibility

**Absorbed in** engrossed in The singer was absorbed in singing

**Abstain from** to keep away from to avoid especially strong drinks This doctor advised the patient to abstain from liquor  
(Distinguish from *Refrain from*)

**Accede to** a request, to the terms and conditions of an agreement, to agree to My friend will accede to my wishes in this matter

**Acceptable to** Your terms are not acceptable to me

**Access to** approach to A financially sound person can manage an easy access to the authorities

**Accompanied with** something Rain was accompanied with a hail storm

**Accompanied by** a person I went to the movies accompanied by my cousin

**Accord with** to agree to Your present statement does not accord with what you said last week

**Accord to** to extend, to grant We accorded a hearty welcome to Dr Rao when he came to preside over our annual function  
The President accorded sanction to the new bill

**Accordance with** He acts strictly in accordance with the rules

**According to** He helped me according to his word

**Account for** to explain His extravagance accounts for his poverty

**Accuse of** theft, treason, etc to charge with, to blame for

**Accustomed to** to be used to Indians, accustomed to playing only on slow courts lost the match to the Australians

**Acquainted with** having a knowledge of I am not in a position to give any decision since I am not acquainted with all the facts of the case

**Acquiesce in** to agree silently, passively Don't just acquiesce in any proposal brought forward, accept it only if you find it reasonable

- Acquit *of* free from For want of any definite evidence against him, he was acquitted of the charge
- Acquit oneself *in* to behave He acquitted himself creditably in the discharge of his duties
- Act upon an advice, order, etc
- Adapt *to* to adjust with Try to adapt yourself to your circumstances if you want to be happy
- Add *to* to increase Do not add injury to insult
- Addicted *to* given to something usually evil Being addicted to drinking and gambling, he soon squandered away his property
- Adhere *to* to stick to We must adhere to our principles at all costs
- Adjacent *to* next to His shop is adjacent to a departmental store
- Admit *to* He was admitted to the college
- Admit *of* to allow, to leave room for Your conduct does not admit of any excuse This essay admits of much improvement
- Afflicted *at* pained at, distressed at She felt afflicted at the death of her only son
- Afflicted *with* The old man was afflicted with pain in the joints
- Afraid *of* You are afraid of your father
- Agree *to* a thing proposal They unanimously agreed to my proposal
- Agree *with* a person They agreed with me that corruption is at the root of the slow progress of our country
- Agree *on* a subject We all agree on this point
- Aim *at* He aimed his rifle at the leopard
- Akin *to* related to I experienced a feeling akin to remorse
- Alarmed *at* We were alarmed at the news of a theft in our locality
- Alien *to* foreign to He is alien to any feeling of self respect.
- Alight *from* to get down from The soldier alighted from the horse and saluted his commander
- Alive *to* conscious of He is not alive to the weakness of his son
- Alive *with* Connaught Place is always alive with people
- Alliance *with* union with We desired a marriage alliance with a noble family living in our neighbourhood
- Allot *to* Occupy only the seats allotted to you
- Allude *to* to refer to He alluded to the partition of India in his speech
- Amazed *at* surprised at I am amazed at your courage
- Angry *at* something
- Angry *with* a person
- Annoyed *at* something
- Annoyed *with* a person
- Anxious *for* or *about* The child is quite safe, you need not feel anxious for or about him

## Words Followed by Appropriate Prepositions

- Abide by a promise, a decision to stick to it Once you have made a promise, you ought to abide by it
- Abound in to be rich in This tank abounds in fish
- Abound with to be infested with The forest abounds with elephants and lions
- Absolve from to free from, to acquit of Nothing can absolve you from your responsibility
- Absorbed in engrossed in The singer was absorbed in singing
- Abstain from to keep away from to avoid especially strong drinks This doctor advised the patient to abstain from liquor (Distinguish from Refrain from)
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- Acceptable to Your terms are not acceptable to me
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- Accompanied by a person I went to the movies accompanied by my cousin
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- Acquainted with having a knowledge of I am not in a position to give any decision since I am not acquainted with all the facts of the case
- Acquiesce in to agree silently, passively Don't just acquiesce in any proposal brought forward, accept it only if you find it reasonable

- Beg of or from** a person : He begged money from me.  
**Beg for** : He begged for help, but got none.  
**Believe in** : We believe in reasoning out things  
**Belong to** : He belongs to a respectable family  
**Bent on** . determined \* He is bent on shattering the peace of the family by marrying against his father's wishes  
**Beset with** : filled with \* The path to progress is beset with obstacles and difficulties  
**Bestow on** : to give : The grateful king bestowed an estate on his commander-in-chief.  
**Beware of** Beware of doing wrong to any man.  
**Blame for** Why do you blame me for this ?  
**Bless with** He has been blessed with a son.  
**Blind of** Maharaja Ranjit Singh was blind of one eye.  
**Blind to** Most people are usually blind to their own shortcomings  
**Boast of** I agree that he is talented but he boasts of his intelligence a bit too much  
**Born of** Jawahar Lal Nehru was born of rich parents at Allahabad  
**Bound for** This train is bound for Calcutta.  
**Brood over** to think constantly of It is no use brooding over past failures

## C

- Call on** a person  
**Call at** one's house.  
**Capable of** If he is guided properly he is capable of showing much better result  
**Care for** (care as verb) \* You must care for what your parents say.  
**Care of** (care as noun) : One should take care of one's health.  
**Caution against** : to warn against Our neighbours cautioned us against the danger of thefts in our new house.  
**Celebrated for** . famous for : Amritsar is celebrated for its Sikh temple  
**Certain of** sure of He is quite certain of getting a first class in the examination.  
**Charge with** accuse of : The treasurer was charged with having instigated others against the Principal.  
**Clamour for** \* to make a loud demand for : The workers are clamouring for higher wages.  
**Cling to** : to tenaciously stick to : Being unfit for a better job, he clung to the one he already had in hand.  
**Close to** \* Close to the college building is the principal's residence.  
**Coincide with** : to accord with : His view in this matter does not coincide with mine.  
**Collide with** : The tonga collided with a car and the horse was killed.

- Apologise to** a person *for* something He had to apologise to the principal for his misconduct in the class
- Appeal to** a person *for* or *against* something
- Appetite for** a thing How can the appetite for worldly riches be appeased ?
- Apply to** a person *for* something
- Appoint a person to** a situation He was appointed to the post of the general manager of a reputed industrial concern
- Apprise of** to inform If you apprise me of the situation in time, I shall help you to face it
- Approve of** Everybody approved of his plan of joining I A S
- Aptitude for** talent *for* Do not undertake any assignment unless you have aptitude for it
- Argue with** a person on a subject, *for* or *against* something
- Arrive at** a place
- Ashamed of** One should be ashamed of one's mistakes
- Ask about** I asked my friend about the welfare of his family
- Ask for** Go to the top floor and ask for Mr Chopra
- Aspire to** after
- Assent to** A bill has to be passed by both the Houses before the President gives his assent to it
- Associate with** He does not want to be associated with his father in the running of the shop
- Assure of** I can assure you of my innocence
- Astonished at** His father was astonished at his cleverness
- Authority on** Our principal is an authority on Modern Algebra
- Authority over** I have no authority over this gentleman I can only request him to lend me his co operation
- Atone for** a fault to make amends *for* it He atoned for his earlier betrayal with a life long devotion
- Attend to** Please attend to what I say
- Attend upon** to look after He had no servant to attend upon him
- Attribute to** to assign to to ascribe to His success may be attributed to his diligence
- Avail oneself of** to make use of Unless you avail yourself of the opportunities that fall your way, you cannot be successful
- Avenge on or upon** He took a pledge to avenge himself on his brother's murderers
- Averse to** to have a dislike *for* I am averse to hypocrisy more than anything else
- Award to** A prize was awarded to him for having won the rifle shooting championship
- Aware of** to have a knowledge of Are you aware of the latest changes in the syllabus ?

B

**Banish from** to expel He was banished from the kingdom for having plotted against the crown prince

- Beg of or from** a person He begged money from me  
**Beg for** He begged for help, but got none  
**Believe in** We believe in reasoning out things  
**Belong to** He belongs to a respectable family  
**Bent on** determined He is bent on shattering the peace of the family by marrying against his father's wishes  
**Beset with** filled with The path to progress is beset with obstacles and difficulties  
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**Care of** (care as noun) One should take care of one's health  
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**Cling to** to tenaciously stick to Being unfit for a better job, he clung to the one he already had in hand  
**Close to** Close to the college building is the principal's residence  
**Coincide with** to accord with His view in this matter does not coincide with mine  
**Collide with** The tonga collided with a car and the horse was killed.



- Commence on** to begin on Our examination commences on Monday next
- Commensurate with** proportionate to His salary is not commensurate with his abilities
- Commit to** to imprison The suspect was committed to the Court
- Commit to memory** All these facts have to be committed to memory.
- Common to** A number of human weaknesses are common to all.
- Compare with** (used with things belonging to the same class)  
Compare this pen with that
- Compare to** (used of dissimilar things) Life may be compared to a dream
- Compatible with** consistent with, in agreement with His actions are hardly compatible with the tall claims he makes
- Compete with** a person for something Twenty candidates competed with each other for the first prize
- Complain to** a person of something, against another person He complained to the Principal against some rowdy boys in the class  
The patient complained of giddiness
- Comply with** to agree to My friend willingly complied with my request for some financial assistance
- Composed of** made up of Water is composed of hydrogen and oxygen
- Conceal from** hide from Certain facts have to be concealed even from one's dearest friends
- Concede to** to grant allow, lose to He conceded a very crucial point to his rival and eventually lost the match to him
- Condemn to** imprisonment, death, etc for a crime He was condemned to death for having committed a murder
- Condole with** to express sympathy with His friends condoled with him in his bereavement.
- Conducive to** helpful in the production of Peaceful atmosphere is conducive to concentration
- Confer with** a person about something to consult him The Principal conferred with his staff about some student problems
- Confer a favour on** someone to grant someone a favour An honorary degree was conferred on him
- Confide in** a person to share with a person one's secrets One can confide in only one's chosen and well tried friends
- Confide a secret to** someone I confided my plans to him in the hope of getting some help and guidance
- Confident of** success He was confident of his success in the examinations
- Confidence in** a person I have confidence in my assistants
- Confined to** laid up with He is still confined to bed with fever
- Conform to** to abide by While making this furniture, you must conform to the specifications given by me

- Congenial to** suitable to one's disposition    The atmosphere in this office is not congenial to me
- Congratulate on**    He congratulated me on my success in the election
- Connive at** to ignore    Never connive at the shortcomings of your children
- Conscious of** aware of    I am fully conscious of my limitations
- Consent to** to agree to    I cannot consent to the proposal you have made
- Consist of** to be made up of    Our family consists of six members
- Consist in** to lie in    Happiness consists in contentment
- Consistent with** in harmony with in agreement with    Such an action is not consistent with his character
- Conspire against** to plot against    The rebels conspired against the Government
- Contend with** to fight against    For your sake I shall willingly contend with the hardships of life
- Contented with** satisfied with    Happiness consists in being contented with what we have
- Contrary to** opposed to    He topped in the examination contrary to all calculations
- Contrast one object with another**
- Contribute to**    The Prime Minister appealed to her countrymen to contribute generously to the national fund
- Control over**    I have no control over what he does
- Convenient to**    You may come to see me at any time convenient to you
- Convenient for**    It is quite convenient for me to come to your place this Sunday
- Conversant with** well acquainted with    I am quite conversant with the local politics
- Converse with** a person on or about something, to talk with    I conversed with the tourist about the social customs of his country
- Convey to**    It has been conveyed to all the delegates that they are required to produce identification cards
- Convince of**    I do not fight for a cause unless I am fully convinced of its justness
- Cope with** to contend with, to be equal to    We need three more hands to cope with the heavy rush of work.
- Correspond with** to exchange letters with    He is corresponding with the S T C to get an import licence
- to be in agreement with    Actions should correspond with ideas.
- Count on** to depend on    Don't count-on others help, try to be self supporting
- Craving for** a strong desire for ~    When I was in the States, occasionally I felt a craving for good Indian food but hardly found any

**Crowned with** rewarded with His efforts were crowned with success  
**Cure of** a disease This medicine has cured him of cholera

## D

**Dawn on** to occur to I had already walked over a mile when it dawned on me that I had taken a wrong road  
**Deaf to** heedless of indifferent to The cruel invaders proved deaf to all entreaties  
**Deal with** a person to treat him I had to be very patient while dealing with the naughty child  
**Deal in** to trade in something We deal in stainless steel goods  
**Deal out** to distribute Deal out these cards thirteen each to the four players  
**Deduce from** to draw a conclusion from No definite result can be deduced from these facts  
**Defer to** to postpone to put off The annual meeting of our club has been deferred to the 7th of the next month  
**Deficient in** wanting in He is rich but deficient in generosity.  
**Delighted with** a person delighted at something, to take delight in something  
**Demand for** There is a great demand for Indian handicrafts in some of the Western countries  
**Depend on** I can depend on the sincerity of my servant  
**Deprive of** I shall strongly resist if any effort is made to deprive me of my rights  
**Descent from** He claims descent from the illustrious family of the Maharana of Udaipur  
**Desire for** A saint has no desire for worldly pleasures  
**Desirous of** She is desirous of getting married to a rich man  
**Desist from** to give up the idea of doing something I desisted from helping him with money when I came to know that he was a spendthrift  
**Despair of** to give up hope. He did not despair of success despite his repeated failures  
**Desperate of** Groaning desperate of recovery, she committed suicide  
**Despondent of** success, victory, etc. having no hope for At an unfortunate moment when he was feeling utterly despondent of success, he committed suicide  
**Destined to** preordained for, marked beforehand for She was destined to be a queen  
**Destitute of** in want of He is destitute of friends as well as money  
**Detrimental to** harmful to Drinking is detrimental to health  
**Deviate from** to digress from No progress is possible unless one deviates from the beaten track and explores new regions

- Devoid of** lacking common sense, good humour, manners etc  
It is an amusing irony that those who preach good manners are usually devoid of even ordinary courtesy
- Devoted to** given to He is devoted to his duty (used in good sense compare with *addicted to*)
- Die of** a disease Very few people die of malaria now *die from* an effect Humayun died from a fall *die from* neglect *from* want, *die for* some cause one's country
- Differ with** Persons differ with each other I differ with you on this subject
- Differ from** Birds differ from beasts
- Diligent in** one's work hard working
- Discriminate between** to make a distinction between Life becomes difficult if you cannot discriminate between friend and foe
- Disgrace to** A morally depraved officer is a disgrace to his country
- Disgusted with** a person feeling sick of I am thoroughly disgusted with my servants
- Disgusted at** I felt disgusted at his rude behaviour
- Dispense with** to dismiss to do without The principal dispensed with the services of his peon
- Dispose of** to get rid of to sell I cannot buy a new house unless I dispose of the one I am now living in
- Dissent from** disagreement from I express my dissent from the decisions taken at this meeting and resign from the membership of the club
- Dissuade from** to advise to refrain from I dissuaded him from taking up the job of a clerk in a Government office
- Distinguish between** two things to distinguish one thing from another
- Distrust of** suspicion of I have a distrust of him who does not express his opinions frankly
- Divert from** to turn aside He diverted my attention from the main point under discussion
- Divide between** two persons divide among more than two divide into two parts
- Dream of** More things are wrought by prayer than this world dreams of
- Due to** His failure was due to his carelessness
- Dull of** This child is dull of understanding
- Dwell on** to emphasise The speaker dwelt on the subject of economic planning at length

## E

- Eager for** to have a keen desire for The boys are eager for success in the examination
- Eligible for** fit to be selected for Only graduates are eligible for this post

- Embark *on* to begin an enterprise Before you decide to embark on a new venture, carefully weigh its pros and cons
- Enamoured *of* attracted with The youngman was enamoured of her beauty at the very first sight
- Encroach *on* to intrude on I am sorry to encroach on your time
- Endow *with* to grant Milton believed he had been endowed with a poetic talent
- Engaged *to* betrothed She is engaged to a doctor
- Engaged *in* some work busy in
- Enquire *of* a person about something, *enquire after* one's health
- Enquire *into* some matter
- Enter *into* an agreement
- Entitled *to* to have a claim to You are not entitled to damages unless you possess a comprehensive insurance policy
- Entrust *to* The job of making purchases from the market was entrusted to him
- Entrust *with* He was entrusted with the job of making purchases from the market
- Envious *of* Feeling envious of the brilliant result of his cousin, he also started burning midnight oil
- Equal *to* He proved equal to the situation
- Escape *from* He wanted to escape from the miseries of life
- Essential *to* or *for* necessary for A certain restraint of one's feelings is essential for success in life
- Esteem *for* respect for All my friends have a great esteem for my parents
- Excel *in* to be very good at She excels in singing classical songs
- Exception *to* These grammatical rules are widely applicable, still exceptions will be found to them
- Exchange *with* I can exchange my watch with yours
- Exchange *for* I am prepared to exchange this watch for a transistor
- Exclude *from* to keep out of He was excluded from the team as he had hurt his knee the previous evening
- Exempt *from* free from He was exempted from the payment of the college dues
- Expose *to* to lay open to We were exposed to extreme cold one night
- Exult *at* success to rejoice at It is quite natural to exult at one's success
- Exult *over* a fallen enemy A true sportsman will never exult over his defeated rivals

## F

- Faith *in* One can work wonders at life if one has faith in oneself
- Faithful *to* We should be faithful to our friends if we want them to be faithful to us

- False to :** You will be false to none if you are not false to yourself.
- Familiar with :** I am not familiar with this locality.
- Familiar to :** His face is not familiar to me.
- Famous for :** Sanchi is famous for its Buddha Stupas.
- Fascinated with** · **attracted with** · I was fascinated with the natural beauty of the Kulu valley.
- Fatal to** · **deadly to** : Laziness is fatal to success in life.
- Favourable to :** The magistrate's decision was favourable to me.
- Favour with :** Can you favour me with a little help.
- Fawn on :** to flatter It is meanness to seek promotion through fawning on one's superiors.
- Feed on** Cows feed on grass. He feeds on flattery.
- Feel for** sympathise with Mere feeling for the poor is not enough, we must help them rid of their poverty.
- Fight with, for** · I can fight with anyone for my friend.
- Fight against** · We should not fight against our own kith and kin.
- Fit for** a job.
- Fond of :** Children are fond of sweets.
- Fondness for :** He has a fondness for reading novels.
- Foreign to** · He is foreign to all sense of shame.
- Fly at :** to attack · A ferocious dog flew at me as I entered the bungalow.
- Free of charge :** If you buy two tins of tea, you can get a soapcake free of charge.
- Free from** blame, worry, etc.
- Full of** Your article is full of grammatical mistakes.
- Furnish with :** to supply with Kindly furnish me with a specimen copy of this book.

## G

- Get over :** to overcome : His perseverance helped him in getting over his infirmity.
- Get at :** to reach at : I could not get at the book you suggested.
- Gifted with :** My younger sister is gifted with a very good memory.
- Glad at** a result I am glad at my success.
- Glad of** one's assistance, company : We shall be really glad of your company.
- Glance at :** to cast a look at : He glanced at the messenger and dismissed him.
- Glance over** a letter or a catalogue.
- Glory in :** to take pride in : We glory in the victory of our country.
- Good at :** Australians are very good at cricket and tennis.
- Good of :** kind : It is very good of you to come to my rescue in my need.
- Good to :** He is good to others though he is very strict.
- Grapple with :** to contend with : fight with : We should courageously grapple with the difficulties of life.

- Grasp at to catch at The child eagerly grasped at the butterfly  
 Grateful to a person for a favour We feel heartily grateful to you  
 for the timely help you have rendered  
 Grumble at He grumbled at the meagre allowance his father gave  
 him every month  
 Grieve for a person  
 Grieve at something  
 Guard against a mistake an injury  
 Guilty of You have been guilty of giving false evidence.

II

- Hanker after money, fame, power etc Hankering after riches  
 is not an idle pursuit at least in the modern materialistic world  
 Hard of hearing  
 Heedless of without caring for He persisted in his struggle  
 heedless of the consequences  
 Heir to The crown prince, heir to the throne found his life in  
 grave danger  
 Hindrance to an obstruction in the way of India's large popula-  
 tion is a great hindrance to her educational progress  
 Hide something from a person.  
 Hinge on to depend on My whole future hinges on my result in  
 the degree examination.  
 Hint at something  
 Hope for something.  
 Hopeful of The doctor is quite hopeful of the patient's recovery  
 Hostile to opposed to When he found even his friends hostile  
 to his proposal, he withdrew it.

I

- Identify with to associate oneself completely with He is so  
 devoted to his job that he has almost identified himself with it.  
 Ignorant of uninformed about, having no knowledge of You can-  
 not be absolved from a crime because you are ignorant of the  
 law  
 Imbued with inspired with We need youngmen imbued with the  
 spirit of self sacrifice.  
 Immaterial to unimportant It is immaterial to me whether my  
 work earns praise or is badly condemned  
 Impose on, upon A heavy responsibility was imposed on him at a  
 very early age  
 Impress an idea on a person The speaker impressed on his audience  
 the importance of practical awareness among the masses  
 Impute to to ascribe to, to attribute to The loss of some profits  
 detailed from the Chief Secretary's table is being imputed to  
 his person.  
 Incentive to an incitement to Poverty often acts as an incentive  
 to hard work.

**Inclined towards** disposed to, having a leaning towards You will come to grief in the long run if you are inclined towards idleness in the initial stages

**Indebted to** a person for a favour I am indebted to many of my colleagues for going through the manuscript of this book and making valuable suggestions

**Indifferent to** unconcerned with, heedless of He is indifferent alike to flattery and censure

**Indignant with** a person at something angry with, at I was indignant with my friend at his refusal to lend me his books

**Indispensable to** necessary for You might be a very suitable candidate for the job, but do not think that you are indispensable to me

**Indulge in** to gratify, to give a free court to One must not indulge in luxuries unless one can afford them

**Infer from** to deduce from Nothing definite can be inferred from the statements made by these culprits

**Inferior to** Goods made in India are no longer inferior to the imported ones

**Infested with** haunted by This city is infested with rogues and rascals

**Inflict on** to impose a punishment on Whatever punishment may be inflicted on him, he is not going to mend his ways

**Influence over** The Chief Minister has no influence over his cabinet

**Influence with** I have some influence with the Principal, I may get your work done

**Inherent in** abiding in Selfishness is inherent in man

**Injurious to** harmful to Indulgence in anything may prove injurious to health

**Insight into** penetration into A writer must have a deep insight into human character

**Insist on, upon** She insisted on joining a hostel as, she said, she felt disturbed at home

**Inspired with** Inspired with his initial success, he went ahead with the project

**Intent on, upon** bent upon He seemed intent upon breaking their friendship extending over a number of years

**Interested in** I am interested not in screen but in stage

**Interfere with** a person in some matter

**Intimate with** close to One should be intimate with a few well-tried friends only

**Introduce a person to** another He introduced the guest to the members of his family

**Introduce into** I was introduced into a dark room

**Intrude on** a person to force upon I am sorry to intrude on you at so odd a moment but I urgently need your guidance

**Intrude on** one's time.



**Intrude into** a matter : It would be imprudent to intrude into the affairs that do not concern one

**Invest money in** some project : It isn't safe to invest one's entire savings in stocks and shares.

**Invest a person with** authority : He has been invested with the authority of a magistrate.

**Invite to** : I could not attend his marriage though I had been invited to it

**Involved in** : entangled in, implicated in : He got involved in some serious trouble on account of his own tactlessness

**Irrelevant to** , having no concern with . His observations were mostly irrelevant to the topic of the evening.

**Irrespective of** : without reference to This post is open to all irrespective of caste.

## J

**Jealous of** . Don't feel jealous of others' success ; try to emulate them.

**Jeer at** : to laugh at : It is undesirable to jeer at others for what they cannot help.

**Jest at** : to laugh at . Do not jest at your elders.

**Join in** : The foreign visitors joined us in the festivities.

**Join to** : The doctor joined the broken bone to the limb.

**Judge of** : Do not judge of others adversely till you have put yourself into their shoes.

**Jump at** : The offer appeared to be so attractive that he immediately jumped at it.

**Jump to** the conclusion : He hastily jumped to the conclusion that I was to blame for all his losses

**Junior to** : Being junior to others in service does not necessarily mean being inferior to them in the quality of work.

## K

**Keen on** : He is keen on sending his son abroad for higher studies.

**Keep from** : to abstain from : Keep from excessive indulgence of any kind.

**Keep to** : If you always keep to the left, it will check many accidents

**Key to** . Sincerity of heart is the key to lasting friendship.

**Kind to** . Be kind to the bird and free it from the cage.

**Knock against** : In the dark, he knocked against the wall.

**Knock at** : I knocked at the door for a few minutes but got no response.

## L

**Lame of** a leg

**Lament for** the dead : to grieve for : It is futile to lament for the dead.

- Land at :** On account of bad weather, the plane had to land at a small airport on the way.
- Land in :** His extravagance landed him in poverty.
- Laugh at :** It is bad manners to laugh at the actions of one's elders.
- Lead to :** Where does this road lead to ?
- Lean against :** The tired traveller leaned against the tree and went to sleep.
- Lean over :** He leaned over the table.
- Liable for :** answerable for : The son is liable for the debts of his father.
- Liable to :** exposed to : We are all liable to error.
- Liking for :** I have a great liking for detective fiction
- Limit to .** There is a limit to everyone's patience
- Listen to :** If you listen to her singing, you will appreciate the melody of her voice.
- Long for :** to be desirous of : I longed for the company of some friend.
- Loyal to · faithful to :** It is our duty to be loyal to our country.
- Lust for .** a passionate longing for It is difficult to resist the lust for money.

## M

- Mad with :** I was mad with rage at the disobedience of the student
- Married to :** She was married to a banker's son.
- Marvel at · to wonder at** I marvelled at the harmony of colours in his painting.
- Match for ·** You are no match for him so far as physical strength is concerned.
- Meddle with :** to interfere in · I do not like anyone to meddle with my affairs.
- Meditate on :** to think on : The more you meditate on a subject, the better you understand it.
- Meet with** opposition, disappointment, rebuff : He met with disappointment in whatever he did.
- Menace to :** threat to, danger to : The smoke emitted by the D.T.C. buses is a great menace to public health.
- Mourn for :** to grieve at : The whole nation mourned for the national hero.
- Moved at ·** I was moved to tears at the said plight of the refugees.
- Moved with** pity : The old lady was moved with pity to see the child crying with pain.
- Murmur at, against,** something.
- Muse on :** to reflect on : He mused on the beauty of nature for hours together.

## N

- Necessary for, to :** Hard work is necessary for (or to) success.

- Neglect of Neglect of duty will not be tolerated  
 Negligence in Negligence in the bringing up of children may lead to sad consequences  
 Negligent in This servant is very negligent in his work  
 Notorious for He is notorious for backbiting

## O

- Obedient to We ought to be obedient to our elders  
 Object to I am determined to adopt this course even if you object to it  
 Obligatory on binding on It should be obligatory on everybody to exercise his vote  
 Obligated to a person for some favour  
 Oblivious of without knowing about He went on driving the car oblivious of the danger that awaited him  
 Occupied with I do not like to be disturbed when I am occupied with my clients  
 Occupied in At the moment he is occupied in the work of putting his things in order  
 Occur to to come into one's mind It never occurred to him that the fault could be his too  
 Offended with a person at something The President was highly offended with the speaker at his refusal to obey the chair  
 Officiate for In the absence of the Principal the Vice Principal officiates for him  
 Open to Your conduct is open to question  
 Operate on His fractured leg had to be operated on  
 Opposite to There is a library opposite to our house  
 Overcome with I was overcome with grief at the news of his sad untimely demise  
 Overwhelmed with overpowered with He was overwhelmed with sorrow at his failure

## P

- Painful to It was painful to me to see her gradually straying into the path of evil  
 Part from a person The dying mother found it heart rending to part from her children  
 Part with a thing I have no attachment with my belongings and can easily part with them  
 Partake of to share Kindly partake of the humble meal we can offer  
 Partial to It pained us to see the umpire being partial to our rival team  
 Participate in to take part in It should be compulsory for every student to participate in games  
 Pass for He tried to pass for a millionaire  
 Passion for He has a passion for outdoor games

- Pay for** to suffer You will have to pay for your follies
- Peculiar to** This style of writing is peculiar to him
- Penetrate into** to go deep into The more he tried to penetrate into the mystery the more perplexed he felt
- Persevere in** to persist in to be steadfast to If you persevere in your pursuit, you are sure to be blessed with success
- Persist in** When he persisted in behaving rudely I lost temper
- Pertinent to** to have a relation to to have a bearing upon We found his comments very pertinent to the point under discussion
- Pine away** to waste away with grief The distracted man gradually pined away
- Pine for** to long for The parents pined for the lost child
- Plead with a person for something** The lawyer pleaded with the judge for a lenient view of the case
- Plot against** a man
- Plunge into** to throw oneself into After having lost a huge amount of money in gambling he plunged into grief
- Point at** a person
- Point to** something
- Ponder on or over a subject** to think on We should carefully ponder over this point before taking any action
- Popular with or among** He is very popular with the subordinates on account of his sympathetic nature
- Possess of** He is possessed of great wealth
- Pounce on** to jump at The hawk pounced on the bird
- Pray to** We pray to God for mercy
- Prefer to** He preferred death to disgrace
- Prejudice against some person or something** A judge should not be prejudiced against the culprit from the beginning
- Prepared for** We should be prepared for the worst though the worst may not happen
- Preside over or at** a meeting
- Prevail on a person** to persuade him I failed to prevail on my friend to join me in a business venture
- Prevail over** to overpower His enemies prevailed over him in the night
- Prevent from** His parents prevented him from joining the army
- Previous to** He left previous to your arrival
- Prey upon** Fear preyed upon my heart
- Prior to** before Prior to joining this newspaper as its editor, I was working in a college
- Proficient in** at home in He is proficient in Mathematics
- Prohibit from** His sister prohibited him from going to the movies
- Prompt in** quick in If you are prompt in the discharge of your duties your boss will always be pleased with you

- Protect from** Wear some woollens to protect yourself from cold  
**Protest to** somebody **against** something The workers protested to the proprietor against the meagre wages paid to them  
**Pride in** She takes pride in her beautiful figure  
**Pride oneself on** She prides herself on her superior understanding of human psychology  
**Proud of** One should not feel proud of one's achievements  
**Provide with** He provided his son with money for the journey  
**Provide against** We should be provided against a rainy day  
**Provoke to** anger to rouse to anger His scurrilous remarks provoked me to anger  
**Pry into** to make enquiries into I tried to pry into the secret but in vain

## Q

- Quarrel with** over He quarrelled with his friend over a trifle  
**Qualified for** He is well qualified for the post of the manager of a restaurant  
**Quick at** My younger brother is very quick at figures  
**Quick of** She is quick of understanding

## R

- Rail at** someone to use abusive language It does not betray good taste to rail at others  
**Rebel against** to revolt against The angry tribals rebelled against their leader  
**Reckon on** to depend on with confidence I have always reckoned on your support  
**Reckon with** to take into account Have you reckoned with the difficulties you may have to face  
**Reconcile to** to adapt oneself to I cannot reconcile myself to my circumstances easily  
**Reconcile with** to harmonise It is difficult to reconcile his present rudeness and stubbornness with his past polite behaviour  
**Recover from** He hasn't yet completely recovered from his illness  
**Reduce to** A long illness reduced him to a mere skeleton  
**Refer to** All important cases have to be referred to the Section Officer  
**Reflect on** to meditate on If you reflect on this subject with a cool mind you will realise your mistake  
 —to throw discredit on Your conduct reflects on your own character  
**Refrain from** to desist from to avoid He could not refrain from making a nasty comment on the whole affair (compare with abstain from)  
**Regard for** I have high regards for the nameless patriots who laid down their everything at the altar of their country

- Regardless of** without paying any heed to He undertook the new venture regardless of the difficulties involved in it
- Rejoice at** another's success rejoice in one's own success
- Related to** I would like to be provided with all the statistics related to this case
- Relieve of** pain, relieve from duty
- Relevant to** having a bearing upon Your answers in the examination must be relevant to what has been asked in the question
- Rely on** to depend on If you want to rely on others you should first be reliable yourself
- Remedy against** Quinine should be used as a remedy against malaria
- Remedy for** Some remedy must be found for the increasing use of unfair means in the examination
- Remind a person of** something I shall keep my promise, I do not think you will have to remind me of it again
- Renowned for** famous for He is renowned for the impartiality of his behaviour
- Remonstrate with** to make protest with I remonstrated with him on treating me unfairly
- Repent of** If you want to repent of a sin, promise never to repeat it.
- Reply to** a letter
- Reproach a person for** a fault to rebuke him The hawker was reproached by the Inspector for selling dirty things
- Rescue from** danger to save A passer-by jumped into the well and rescued the child from drowning
- Resolve on** to decide I have resolved on setting up an export business
- Respectful to** Be respectful to others if you want to be respected
- Responsible to** a person for something I am responsible to God for my actions
- Revel in** to take keen delight in He has been revelling in drinking and gambling
- Revenge oneself on** one's enemy The dacoit pledged to revenge himself on the police for the death of his companions
- Revolt against** They decided to revolt against the arbitrary decisions of the governor
- Reward a person with** something for some work done by him
- Rich in** India is rich in mineral wealth
- Rid of** I can be rid of my worries only if you promise to support me
- Rob of** The thieves robbed him of all the valuables lying in the house
- Rule over** Ashok ruled over his people with love and kindness
- S
- Sacred to** These articles are sacred to the memory of my father

- Sail for The ship sailed for Australia last week
- Save from Save me from those who pretend to be my friends
- Satisfied with I am satisfied with the work done by our new manager
- Scoff at to make fun of It is undesirable to scoff at other religions
- Search for The police is hectically searching for the thief
- Seek for or after We all seek after happiness in life
- Send for The patient is serious, the doctor should be immediately sent for
- Sensitive to responsive to easily affected by Your son is very sensitive to criticism
- Sentence to The murderer was sentenced to life imprisonment
- Set about to commence We at once set about the task of furnishing our new house properly
- Shocked at We were shocked at the American troops' intrusion into Cambodia
- Short of We ran short of funds so we had to suspend the work.
- Show off to pretend I have a dislike for people who are in the habit of showing off in public
- Shudder at to tremble with fear in looking at We shuddered at the sight of people crying with pain at the site of the crash
- Sick at I am feeling sick at heart
- Sick of I am sick of waiting for the bus for hours together everyday
- Similar to These two triangles are similar to each other
- Slave to Those who are slaves to their own habits are victims of the worst kind of slavery
- Slow at He is rather slow at accounts, give him some other job
- Slow in Don't be slow in making up your mind
- Slow of This child is slow of understanding
- Smack of to show a taste of Her behaviour smacks of pride
- Smile at We could not help smiling at the innocent prattle of the child
- Smile on At last fortune smiled on him
- Sneer at to make fun of Only a cynic can sneer at virtue
- Sorry for Though we knew that his own recklessness had landed him in trouble we felt sorry for him
- Speak on a subject, speak of something
- Speak for or against a person
- Stand by to support I promise to stand by you in your difficulty
- Stare at a person stare one in the face Death stared him in the face, and still he was fearless
- Stick to to be steadfast at Unless you stick to your decision you cannot progress in life
- Stoop to to bend to I never thought he would stoop to such meanness

- Strike at He struck at the snake with a stick
- Struggle against difficulties
- Subject to The plan you have suggested is subject to criticism
- Submit to to yield to If people do not submit to authority there will be chaos in the country
- Subscribe to to contribute to How much money did you subscribe to the flood relief fund ?
- Subsequent to coming after There was a stir of dissatisfaction among the employees subsequent to some changes in the management policies
- Subsist on to exist on He could not earn sufficient money for his family even to subsist on
- Succeed in He succeeded in stealing a march on the other athletes
- Succeed to Akbar succeeded to the throne at a very young age
- Successful in I am sure you will be successful in your aims
- Succumb to to give way to, to die The soldier succumbed to his injuries before he could be taken to the hospital
- Suitable to He got a prize suitable to his age
- Superior to The goods produced in this factory are superior to any other available in the market
- Supply to Wrong information was supplied to us
- Supply with The poor beggars were supplied with blankets
- Sure of He was sure of being nominated to the council
- Surprised at We were all surprised at the improvement shown by him
- Surrender to to yield to A man of courage never surrenders to external pressures
- Suspicious of distrustful of I am suspicious of his intentions
- Sympathise with He who does not sympathise with me in my troubles is not my friend

## T

- Tamper with to meddle with, to make unauthorised changes in The accountant was dismissed for tampering with the accounts of the firm
- Taste for liking for He who has no taste for music should be kept at arm's length
- Teem with to abound in This part of the sea teems with sharks
- Tend to Simple living and high thinking tend to a happy life
- Thankful to a person for a favour
- Think of or about something, think over some matter
- Tide over one's difficulties to overcome With the help of my friends I succeeded in tiding over my misfortunes
- Tired of I am tired of leading such an idle life
- Tired with She is tired with walking



Treat of This book treats of the laws of health  
 Trifle with to be frivolous with to make light of We should never trifle with the sentiments of others  
 Triumph over to win a victory over He triumphed over his enemies with great tact  
 Tremble at The child trembled at such a ghastly sight  
 Tremble with He trembled with anger  
 True to Either do not make a promise or be true to it  
 Trust in Don't you put your trust in all and sundry  
 Trust with He trusted his servant with money

## V

Vain of proud of He who is vain of being virtuous does not know what virtue is  
 Versed in experienced in good at The girl is accomplished and well versed in household affairs  
 Vexed at disturbed at distressed at I was vexed at his opposition, for I had expected quiet acquiescence  
 Victim of He was a victim of religious bigotry  
 Victim to A weak person falls a victim to many diseases  
 Victory over He won a convincing victory over his rivals  
 Vie with to compete with The hawkers vied with one another in making such a loud noise  
 Void of deficient in His remarks are void of sense  
 Vote for or against some one

## W

Wait for a person  
 Wait on to attend The servant waited on his master  
 Wanting in deficient in You are wanting in firmness, that is why you are so often exploited  
 Warn a person of danger, warn a person against someone  
 Weary of tired of I am weary of waiting for him so long  
 Welcome to You are welcome to our celebrations  
 Wish for I desperately wish for a change  
 Withdraw from When I found the meeting getting chaotic, I quietly withdrew from it  
 Worthy of His conduct is worthy of the highest praise  
 Wonder at I often wonder at the spiritual stamina of Gandhi

## Y

Yearn for to long for Man has always yearned for eternal happiness  
 Yield to to surrender to A man of spiritual strength will never yield to hardships

Exercise 224 Fill in the blanks with appropriate prepositions

- 1 I do not get—very well—him
- 2 I do not like people who show—especially—public
- 3 We set—as soon as the old man pointed—the way to us
- 4 I must send—the doctor—he will soon find—what is wrong

**Exercise 225** Fill in the blanks with appropriate prepositions

- 1 Work hard, don't depend—chance alone.
- 2 She loves life, but she is tired—its difficulties.
- 3 He was the first man to set foot—the moon.
- 4 You should compromise—your friends, you can't have it all your way
- 5 He boasts—his intelligence.
- 6 I look—you for help
- 7 He has died—smallpox

**Exercise 226.** Put prepositions in the blanks in the following sentences

- 1 The report did not find favour—the shareholders.
- 2 The requirements—the bank are efficiency and loyalty
- 3 Consequent—his failure to give a satisfactory explanation, he was dismissed
- 4 This is contrary—the rules of our bank.
- 5 The clerk entered the office—the back door
- 6 The union secretary was debasted—the meeting.
- 7 The business was transacted in accordance—his wishes.

**Exercise 227** Fill in the blanks with appropriate prepositions

- 1 Please check the deposits—my current account.
- 2 The agent has been asked to transfer this amount—my savings account.
- 3 This change must be initiated—you.
- 4 The clerk has made this charge—his superior
- 5 The employees have demanded an increase—their wages.
- 6 There is great discontent—the lower classes.
- 7 Do not work—your capacity

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**Exercise 228** Insert the correct prepositions in the blank spaces in the following

- 1 There was no excuse—him to be late—work.
- 2 The teacher instilled—his class the importance—neatness.
- 3 He is averse—any form—physical exercise.
- 4 The plane landed—Bombay—time

**Exercise 229.** Fill in the blanks with appropriate prepositions :

- 1 The custom has continued—1630.
- 2 I haven't looked at the photograph—years.
- 3 He has been teaching—twenty-seven years.
- 4 He was generally known—the name of Raju.
- 5 The country seems to be moving—war
- 6 Wipe the dust—the table

**Exercise 230.** Fill in the blanks with appropriate prepositions

- 1 The doctor advised him to abstain—smoking, because it was injurious—his health.
- 2 He was angry—me—no reason.
- 3 You reminded me—my grandfather, who had a reputation—practical jokes.
- 4 He jumped—my suggestion that he should take charge—the arrangements.
- 5 You can't count—him for money; he is always running—debt.
- 6 He was bent—having that scooter, now he is disappointed—it.
- 7 They acceded—his request, and granted him compensation—his loss.

**Exercise 231.** Fill in the blanks with appropriate prepositions

- 1 We are accountable—God—our actions.
- 2 For those who suffer—nerves, the remedy lies—perfect rest
- 3 I caught him—the leg and threw him—the stairs.
- 4 "You must say—something—before my lay
- 5 Do you believe—love—first sight
- 6 The Professor complimented me—my essay and said that it had made an impression—him.
- 7 I congratulate you—your success and rejoice—your good fortune.
- 8 He retired—the contest, leaving the field open—his opponent

**Exercise 232.** Fill in the blanks with suitable prepositions wherever necessary :

1. The party comprises—Ram, Mohan, Sita and myself
2. I wonder if I shall get—my history examination
3. We were—a loss to know what you mean by your remark.
4. The rocks were worn out—wind and weather
5. The police wrongly charged him—murder.
6. You should adapt yourself—the conditions of this place
7. Don't bother—these trivial matters.
8. I am fed up—staying at this place.
9. I am delighted—his unexpected arrival.
10. This economist will discuss—the unemployment problem in India.

**Exercise 233.** Fill in the blanks with appropriate prepositions :

1. We should all aim—excellence.
2. Only graduates are eligible—this post
3. There is no exception—this rule.
4. The store house is infested—rats.
5. He is ignorant—what he pretends to know
6. The suspect was acquitted—the charge
7. He takes great delight—teasing others
8. At no cost will the neglect—duty be tolerated.
9. I am not yet aware—his intentions.
10. Some light exercise every morning will prove beneficial—your health

**Exercise 234.** Fill in the blanks with appropriate prepositions

1. You ought to feel ashamed—your disgraceful conduct.
2. A courageous man never despairs—success.
3. Try to avail yourself—every opportunity that comes your way
4. It was decided to impose a heavy penalty—miscreants.
5. I enquired—him—his health
6. I feel grateful—him—the timely help he has given me
7. He was charged—murder and sentenced—death.

**Exercise 235.** Fill in the blanks with appropriate prepositions

1. The forest abounds—with an multitude
2. He is indifferent alike—to praise and blame
3. You must conform—to the rules and regulations of your firm
4. He intentionally refrained—from giving any comment
5. I invited him—to dinner, but he did not comply—with my wishes.
6. His friends consoled—him—his bereavement.
7. He is not accustomed—to the type of work he is engaged—

**Exercise 236.** Fill in the blanks with appropriate prepositions

1. Contentment is conducive—to happiness.
2. He appealed—to the high court—the decision of the city magistrate
3. If you are prejudiced—a person, you cannot deal—with him fairly
4. I disapprove—your method of work and have therefore decided to dispen—your services
5. Although I am not acquainted—with him I sympathise—with him—his sorrow

**Exercise 237.** Fill in the blanks with appropriate prepositions

1. Do not complain—your lot, have faith—in God and be content—what you have.
2. You are responsible—to God—the gifts He has bestowed—on you
3. He did not die—cholera but—the effects—over-indulgence—drinking
4. I can no more depend—on you since you are neglecting—your business as well as neglectful—my interest.
5. You are endowed—with enough intelligence to understand life so be not jealous—your neighbour's wealth but aspire—things more substantial than mere riches.
6. I cannot easily compete—with a man who is superior—to me—in all things
7. Sorrow and disappointment prey—on the lazy man and rob him—his happiness.

**Exercise 238** Fill in the blanks with appropriate prepositions

- 1 The youngman was angry—me for pointing out—him that his addiction—gambling would be the cause—his ruin
- 2 I am convinced—his guilt, but if he prays—forgiveness. I shall plead—his father to take a lenient view—the case.
- 3 He promised to abide—the agreement and we relied—him, but since he has not been true—his word, we shall not entrust him—any more work
- 4 He not only intruded—my house but—my leisure, for I was engaged—that time—reading an interesting novel.
- 5 A man of honour adheres—his convictions even if men rail—him and think him weak—understanding and wanting—common sense

**Exercise 239** Fill in the blanks with appropriate prepositions

- 1 I rejoice not only—my own success, but also—yours
- 2 I am reconciled—my opponent, but not—my losses
- 3 He jumped—the conclusion that it was an attractive offer and he immediately jumped—it
- 4 I have invested him—full authority to invest my money—any business he likes,
- 5 He is impressed—that idea and he wants to impress it—me
- 6 He took advantage—my ignorance but he gained no real advantage—me.
- 7 I have no use—this book. What is the use—my buying it?
- 8 Why do you stare her—the face?  
It is indecent to stare—a girl in this manner
- 9 I felt afflicted—the news that he is afflicted—high fever
- 10 No real advantage is likely to result—this plan, I am rather afraid that it will result—misery to all concerned.

**Exercise 240** Fill in the blanks with appropriate prepositions selected from those provided in brackets at the end of each sentence

- 1 This world is often compared—a stage Compare Tennyson—Browning (to with)
- 2 Happiness consists—being kind to others This house consists—five rooms (of, in)
- 3 Death will ultimately part us—our near ones It is not easy for a miser to part—his money (with, from)
- 4 Are you blind—your own interests? Maharaja Ranjit Singh was blind—one eye (of, to)
- 5 Can you distinguish—these two words. Blessed are they who can distinguish good—evil. (between, from)
- 6 There was no male heir to succeed—the throne The king succeeded—gaining a complete control over the rebels (in to)
- 7 The operation was accompanied—little pain He went to the movies accompanied—his friends. (with, by)
- 8 Unwholesome wheat was supplied—the people The people were supplied—unwholesome wheat (with, to)
- 9 He personally called—all his friends I called—his house in his absence (on, at)
- 10 I agree—you that the prevalent system is defective but I do not agree—the remedies you have suggested (to, with)
- 11 Since I am interested—literature, your book has no interest—me (for, in)
- 12 Jeoperson is an authority—grammar He has a complete authority—his followers. (over, on)
- 13 Being inspired with the initial success, he proceeded—with a research and established that most of the diseases proceed—some kind of germs. (with, from)
- 14 It does not rest—me to decide this case The success of a project rests—its soundness. (with, on)
- 15 I prevailed—him to condone my past mistakes. At last the king prevailed—his enemies. (over, upon)

## Idioms and Phrases

### Section I, Idiomatic Verbal Phrases

- Back out**—to withdraw from a promise, contract I felt grieved when he backed out of his promise to help me
- Back up**—to support, to sustain India backed up Bangladesh in her struggle against Pakistan
- Bear down**—to overthrow, to overcome When they could no longer endure the tyranny of the ruling king they bore him down.
- Bear down upon**—to approach with determination Harish bore down upon me and I had to accept his proposition
- Bear out**—to support, to confirm, to prove to be true The evidence does not bear out the charge levelled against him
- Bear up**—to keep one's spirits up under adversity or affliction, to endure, to be firm The soldiers have to bear up many difficulties.
- Bear upon**—to be relevant to This agreement does not bear upon the subject under discussion.
- Bear with**—to tolerate I just cannot bear with his irritable nature
- Beat against**—to strike The river chafed and the waters beat against its shores
- Beat down**—to subdue, to crush The police beat down the rebels in two hours  
—barter with a person and cause him to reduce his price After a great deal of haggling the client beat him down in price
- Beat up**—to beat (a person) severely and thoroughly so as to cause him injury The battered clothes of the beggar gave impression that he had been beaten up
- Blow down**—to throw down by the force of the wind The terrible gale blew down many a tall tree
- Blow out**—to extinguish (a flame) by blowing As he was making preparations to go home the candle was blown out
- Blow over**—to pass away without any injurious effect If you show a little perseverance, the opposition will gradually blow over
- Blow up**—to explode The mine blew up and all the labourers working inside were killed  
—to reprimand or scold If you continue to be negligent, the teacher will blow you up
- Break away**—to free oneself from restraint The elephant broke and trampled many young children to death

**Break down**—*of a car, a piece of machinery, to go wrong so that it will not function* The car broke down on our way to Bombay  
*—to collapse, to succumb to uncontrollable weeping* She broke down completely on hearing the news of her husband's death  
*—to succumb to a nervous collapse through overwork or worry* He worked so laboriously that his health broke down near the examination

**Break in**—*to tame and discipline (a horse)* The stable keeper knows how to break in horses

**Break into**—*to enter forcibly and abruptly* The robbers broke into his house this morning and took away all the valuables  
*—suddenly to start some activity* On seeing the ugly man they broke into loud laughter

**Break off**—*to end, to discontinue, to desist* We had to break off our conversation when he arrived She broke off in the middle of the story She did not like his nature and broke off the engagement

**Break out**—*to escape from prison* The murderer broke out of the prison and escaped into the dense woods

*—suddenly arise (of a war, a rebellion, a quarrel, etc)* A war disastrous to both the countries broke out and ended in much damage

*—to burst forth (epidemics, diseases, etc)* Cholera broke out in the suburbs of Calcutta

**Break up**—*to disperse, to dissolve* The college will break up for the Puja holidays on the 25th October The meeting will break up after the President has addressed the audience

**Break with**—*to discontinue with a practice or tradition* Since independence, we have been trying to break with class distinctions and sex subjection

*—to discontinue an association or friendship* Suresh is so loyal and faithful that I cannot break with him

**Bring about**—*to cause to happen* I wish someone could bring about a reconciliation between the two partners

**Bring down**—*to cause to come down, to humble* She reproached him in order to bring down his arrogance

**Bring forward**—*to produce, to bring into notice* The suggestions brought forward by him were rejected by his partners

**Bring out**—*to reveal clearly* Anderson papers have clearly brought out the anti India policy of the Nixon administration

*—to publish* A massive number of novels are brought out every month

**Bring round**—*to persuade* He finally brought his father round to his own point of view

*—to restore to consciousness* He fainted in the market place but people brought him round

**Bring up**—*to rear* These children have all been well brought up

**Call at**—*to visit somebody's house, office, etc.* He called at your house but you had gone to see your friend.

- Call for**—*to demand* We hope another edition of this book will be called for very soon  
 —*to require* Medical aid is immediately called for
- Call forth**—*to provoke* This article called forth a good deal of bitter criticism
- Call in**—*to summon to enlist the services or the help of* The doctor should be immediately called in
- Call on**—*to pay a short visit to (a person)* Will you call on him today and tell him that he is to reach the office at 7 A.M. tomorrow?  
 —*to go to (uses or business premises to solicit orders or deliver goods (of tradesmen and commercial travellers))* Our agent regularly calls on the chemists to take orders for the supply of our medicines
- Call out**—*to shout* I called out to him but he disappeared in the dark  
 —*to announce by calling or shouting* The Vicar called out to the verger that he was dismissed from the church
- Call up**—*to rouse from slumber* Your letter calls up many delightful memories of our childhood
- Call upon**—*to order to require* I was unfortunately called upon to give evidence against him
- Carry away**—*to take to another place to remove* The wounded soldiers were carried away to the hospital  
 —*to captivate* The public was carried away by their leader's speech
- Carry off**—*to bear away* Two negroes carried him off and locked him in a room  
 —*to kill* Malaria carried off one third population of the city  
 —*to win* Vipita carried off all the prizes at school
- Carry on**—*to continue* If you carry on working hard, your business will soon flourish  
 —*to manage* He carried on his business so well that he soon amassed a huge fortune
- Carry out**—*to execute directions given* The executioners carried out the king's orders and beheaded the treacherous baron
- Carry through**—*to bring to a successful end* Had I the perseverance to carry the undertaking through, I would have been a good businessman  
 —*to support* He is not very talented but his confidence will carry him through
- Cast about**—*to attempt to find (an excuse, a way of escape, an explanation etc.)* He cast about a pretext but could not escape the clutches of the police
- Cast about for**—*to look for* She is casting about for a suitable catch
- Cast aside**—*to reject, to throw aside as useless* She cast aside all shame and eloped with her boy friend
- Cast away**—*to throw aside* The little girl stumbled under the weight of the box. She could not hold it tightly and cast it away

- Cast down—dejected** There was a party going on in his house but he looked cast down
- Cast off—to discard (garments)** Shall I give the servant the old shirt you have cast off?  
**—(persons)** to dissociate oneself from, to have nothing further to do with They had a serious row and now have cast off all relations
- Cast up—to calculate** to add up (figures, accounts etc.) Have you cast up the expenses incurred during the last month?
- Catch at—to try to seize** The drowning man caught at a log but to no avail
- Catch up with—to overtake** However hard I may try I cannot catch up with him
- Come about—to happen** to occur How did this state of things come about?
- Come across—to meet by chance** I came across an old friend of mine while having a stroll on the seashore
- Come by—to obtain** How did she come by that book?
- Come in for—to receive** If you persist in your mischiefs you will come in for heavy thrashing
- Come into—to inherit (money property etc.)** At his father's death he came into only a sword and some books
- Come of—to issue from** Brutus came of a noble family  
**—to result from** Nobody can say with certainty what will come of this war
- Come off—to take place** The prize distribution came off on Tuesday last  
**—to turn out successful** The fete came off well
- Come round—to recover from illness** You need not worry Her injury is minor She will soon come round  
**—to change to opposite view** He came round to my view only after I had explained to him the point of my argument
- Come out—to appear** This book will come out in December  
**—to attain a specified place or position as the result of an examination or competition** He came out second in the I M A examination  
**—to put forward (a proposal a suggestion, etc.)** (In this sense, come out is always followed by with) He came out with a proposal that the press should be removed to a farm
- Come over—to come** to pass from one side to another Why don't you come over to my house one of these days?
- Come to—to amount to** The price of the necklace came to three thousand rupees  
**—to regain consciousness** When he came to his senses he was very apologetic
- Come up to—to be equal to** I regret to say that you have not come up to my expectations.
- Come upon—to find by accident** I came upon a very advertisement in the personal columns of the newspaper



- Cry down**—to depreciate, to make little of You must not unnecessarily cry down the conduct of others
- Cry for**—to desire, to cry with the object of getting something The child is crying for toys
- Cry out against**—to complain loudly against The opposition parties cried out against the policy of the government.
- Cry up**—to praise, to extoll The people of Bangladesh cried up Mrs. Indira Gandhi for the help she had given them
- Cut down**—to reduce He has taken certain measures to cut down his expenditure
- Cut off**—to kill Many a man is cut off in the prime of his life
- Cut out**—designed for You were cut out to be a lecturer
- Cut up**—unhappy She was terribly cut up on hearing the news that her brother had been drowned
- Draw up**—to compose or to draft Urvashi drew up the draft and gave it to her father  
—to arrange in correct order The troops are drawn up in battle array
- Drop in**—to visit casually On my way to the college, I dropped in at Mira's place
- Drop off**—to decrease in number This used to be our most popular club, but its membership has recently dropped off
- Drop out**—As the race progressed many children dropped out.
- Enter into**—to begin (conversation, business, etc.) The assembled guests entered into a discussion on the prevalent fashions
- Enter upon**—to begin (a process, etc.) With this victory, England entered upon a new era in the history of cricket
- Fall away**—to desert the faith We do believe that we should attain spiritual maturity but whenever there is a temptation we fall away  
—to become lean The cattle have quickly fallen away in flesh.
- Fall back**—to recede, to retreat On seeing the armed guards, the civilians fell back.
- Fall back on**—to make use of in an emergency Even if I do not get a job I can fall back on my father's resources
- Fall down**—from a higher position to a lower one The branch gave way and he fell down into the canal
- Fall in**—to take places in ranks to stand in a line or due order The captain ordered his men to fall in at once
- Fall in with**—to agree You will find it difficult to persuade learned men to fall in with your project
- Fall off**—to withdraw Friends fall off in adversity  
—to drop off Some of our subscribers have fallen off  
—to decline in number or in amount When smallpox broke out, the attendance in school fell off  
—to deteriorate The quality of this brand of soap has fallen off
- Fall out**—to happen unexpectedly There fell out a quarrel between the frogs and the mice  
—to quarrel It was wrong on his part to fall out with his boss.

- Fall through**—*to fail to materialise* The project was good enough but it fell through in his hands
- Fall to**—*to apply oneself to* He fell to his work with great zeal
- Fall under**—*to come under* This colony does not fall under my jurisdiction
- Get about**—*to move about* He has improved quite a lot and is now able to get about
- Get along**—*to prosper, to progress, to proceed* Well, doctor, how is your patient getting along? It is simply impossible to get along with him
- Get at**—*to reach, to attain* I could not get at him on account of the crowd.
- Get away**—*to escape* In spite of being guilty, he managed to get away with it
- Get on**—*to succeed* A man of his talents is sure to get on in this world.  
—*to fare* How are you getting on these days?
- Get on with**—*to live pleasantly together, to progress* How are you getting on with your studies?
- Get into**—*to be involved in* It is easy to get into scandals but hard to get away with them
- Get over**—*to recover from, to overcome* With God's grace, I shall soon get over my difficulties
- Get through**—*to pass* Despite his hard work, he has just managed to get through the examination
- Give away**—*to distribute* The Principal gave away the prizes to the prize-winners
- Give in**—*to surrender, to yield* They thought that I would give in under pressure
- Give out**—*to announce* He gave out that he was soon going to Canada  
—*to express* I have already given out my views on the subject.
- Give over**—*to transfer or to hand over (charge) to another person* He gave over charge of his office to his successor yesterday
- Give up**—*to abandon* I have given up the idea of accepting that post.
- Give way**—*to yield* He was so obstinate that I had to give way  
—*to collapse, to break* There was a terrible storm and the house gave way
- Go about**—*to move about* He should not go about making our affairs public
- Go after**—*to follow, to pursue* The hunter went after the deer but it vanished into the bushes
- Go at**—*at attack* The rogue went at the young lady and dragged her into his own house.
- Go in for**—*to undertake seriously* Will you go in for the I.A.S examination?

- Go off—to depart** He went off in great dejection  
**—to explode** The gun went off accidentally and she was killed
- Go down—to be accepted** The genocide in Bangladesh will go down in history as one of the worst acts of barbarism
- Go over—to examine, to look into** I have gone over the whole case but I cannot give any judgment
- Go through—to examine from beginning to end** Have you gone through this useful book?
- Go without—to remain destitute of** He is so poor that sometimes he has to go without food
- Go out—to be extinct** I cannot see anything the light has gone out
- Go by—to follow** You will lead an easy life if you go by my instructions.  
**—to elapse (used of time)** Months have gone by but I have not called upon him
- Hang about—to loiter near a place** Last evening I saw your friend hanging about your house
- Hang back—to hesitate to proceed** I invited him to have tea with me but he hung back
- Hang upon—to depend upon** You must not hang upon others, you should rather manage your own affairs
- Hold back—to keep back to conceal** Why did you hold back the information from me?  
**—to restrain** Had I not held you back you would have thrown him into the well
- Hold (oneself) in—to restrain oneself** He was so aggressive in his tone that I felt like hitting him it was with great effort that I held myself in.
- Hold on—to continue one's grasp** If you hold on a little longer, things will definitely improve
- Hold out—to endure, to refuse to yield** How long can you hold out against starvation?  
**—to continue** Sugar stocks are not likely to hold out very long  
**—to offer** She held out her hand to the Prince
- Hold up—to raise** Hold up your head  
**to delay** The train was held up on account of an accident
- Hold with—to agree** I do not hold with that we should be contemptuous of the sinners
- Hold to—to abide by** Whatever resistance there might be, I will hold to my decision
- Hold over—to delay to postpone** The magistrate agreed to hold over the judgment till all evidence could be gathered against the culprit
- Keep at—to continue doing** Anup kept at his work and finished it in two hours
- Keep away—to avoid** Why did you keep away from the office for a fortnight?
- Keep back—to conceal** I shall keep nothing back from you

- Keep down**—*to hold in subjection* The Government has been successful in keeping down these frontier tribes
- Keep from**—*to abstain or refrain from* He keeps from taking strong alcohols.
- Keep off**—*to ward off* His stern looks keep off the flatterers  
—*to remain at a distance* You are requested to keep off the grass
- Keep on**—*to continue* He kept on writing with his head bent down
- Keep to**—*to adhere to* We must always keep to our word
- Keep up**—*to continue* John and Peter kept up a long talk  
*to maintain* They have been trying to keep up their standard of living though there has been a considerable decline in their income
- Keep up with**—*to keep pace with* You read too fast, I cannot keep up with you
- Knock about**—*to travel without any definite aim* I have knocked about the world a good deal
- Knock at**—Will you go and see who is knocking at the door?
- Knock down**—*to assign to a bidder in an auction by a stroke of the hammer* The auctioneer knocked down the typewriter to me for five hundred rupees  
—*to overturn* Last evening he was knocked down by a bus
- Knock out**—*to win by hitting the opponent insensible in a boxing bout*  
The knight was knocked out in fifteen minutes
- Knock up**—*to be exhausted* You should relax for some time, you are completely knocked up
- Lay aside**—*to abandon for a short time* He laid aside his official work to entertain his brother
- Lay by**—*to put away for future use* She has laid by one thousand rupees to celebrate her marriage anniversary
- Lay down**—*to surrender* The castle was besieged on all sides by the foe, so the king had to lay down
- Lay in or up**—*to store for future use* Anticipating scarcity of food-grains, they laid in a good store of provisions.
- Lay out**—*to spend systematically* We plan to lay out twenty thousand rupees in this business
- Let down**—*to lower* The farmer let down the bucket into the well  
—*to fail a friend* Shouldn't I feel grieved if my own friends let me down?
- Let in**—*to admit, to allow to enter* The hall was full to its capacity and still many persons wanted to be let in
- Let into**—*to suffer to enter, to admit* Despite his pleadings they did not let him into the meeting I shall let no one into my secrets
- Let off**—*to allow to go free, to release* In spite of the mistake being rather serious, I am letting you off this time

**Let out**—*to lease on hire* Quite in my neighbourhood there is a decent house to let out  
*—to loose* Let us let out the dog for a while

**Live at a place**—Before he shifted to New Delhi, he was living at Agra

**Live for**—*to devote one's life to* We owe our gratitude to those patriots who lived and died for the country

**Live on**—Cows live on grass Bengalis mostly live on rice and fish

**Live up to**—*to prove oneself worthy of* We should live up to the principles we preach

**Live within one's income**—*to spend less than one's earnings* He who lives within his income is saved of much anxiety

**Look about**—*to study one's surroundings* The thief looked about himself before entering the house

**Look after**—*to take care of* Don't worry, the nurse will look after the children

**Look down upon**—*to scorn at, to regard with contempt* You must not look down upon anybody

**Look for**—*to search for* The old woman was looking for her spectacles

**Look forward to**—*to regard some future event with pleasure* I am looking forward to seeing my parents in the summer vacation

**Look into**—*to examine* I shall look into the matter very carefully

**Look out for**—*to be on the watch for* I am looking out for some standard work on child psychology

**Look over**—*to examine superficially* I have looked over your answer book

**Look to**—*to resort to in the hope of obtaining something* He looked to me to assist him through his difficulties

**Look up**—*to search for and find* Please look up this word in the dictionary

*—to have an upward tendency* (said of prices) The price of sugar is looking up these days

**Make away with**—*to quander* After the death of his father, he made away with the entire property

*to lull* Some traitors made away with the crown prince under the cover of darkness

**Make of**—*to understand* He spoke so indistinctly that I could make nothing of his speech

**Make off with**—*to run away with* The servant made off with the master's watch

**Make out**—*to discover, to find out* I could not make out the meaning of this essay

*—to write out* I shall collect these things in a few minutes

Could you make out the bill in the meantime?  
*—to prove by evidence or argument* The rascal tried to make out that I had cheated him.

**Make over**—*to transfer* He has made over the building to his son

**Make up**—*to supply what is deficient* You must work hard during the Dussehra holidays and try to make up your deficiency in English

—*to invent or fabricate* She made up a story to get rid of the visitor

—*to reconcile* They have made up their quarrel and are now getting on quite well

**Make (it) up**—*to settle one's differences with* The two friends quarrelled with each other some time ago but now they are trying to make it up

**Pass away**—*to die* His sister passed away in the early hours of the morning

**Pass by**—*to disregard, to omit* He did not invite me to his birthday It appears that he passed me by

—*to go alongside of* You passed by my house the day before yesterday

**Pass off**—*to convey a false impression about* The boy was quite intelligent but the teacher tried to pass him off as a dull student

—*to palm off* He tried to pass off a counterfeit coin

**Pass over**—*to ignore* She passed over the first lesson and never cared to read it

—*to forgive* He is after all a child You should pass over his arrogance

**Pass through**—*to undergo, to experience* She acquired this wisdom only after she had passed through years of suffering

**Pick out**—*to select or choose* The teacher picked out the best student from the class

**Pick up**—*to recover or regain health after an illness* He has become so weak that he will take two months to pick up

**Play upon**—*(a musical instrument)* She played upon the harmonium and sang a melodious song

—*to take advantage of* The swindler played upon her love for her husband

**Play with**—*to trifle with* When she discovered that he had simply played with her love she became vindictive

**Pull down**—*to demolish, to destroy* They pulled down the old house

**Pull off**—*to separate by pulling* She pulled off his coat and gave him tea

**Pull through**—*to get to the end of something difficult and dangerous with some success* The ailing poet ultimately pulled through

**Pull up**—*to halt, to stop* The rider pulled up his horse and alighted

—*to take to task* The mischief mongers were pulled up

**Put away**—*to discard* He put away the company of bad boys and became an industrious student

**Put by**—*to save, to store up or to lay aside* She put by some money for hard times

- Put down—to suppress** The dictator has put down the rebellion and has firmly established himself on the throne
- Put off—to postpone** We had to put off the wedding till the war was over  
 —to lay aside He put off his shoes before entering the temple.  
 —to turn one aside from a purpose or demand I approached him for some help but he put me off with mere words.
- Put in—to insert** Don't put in an article before a proper noun
- Put into—to drag into** Don't put me into the argument.
- Put on—to interest oneself with** He put on his new clothes and accompanied me to the fair.  
 —to assume He is a dangerous man He just puts on the appearance of innocence
- Put out—to extinguish** It is time to put out the light and go to sleep  
 —to perturb I was put out on hearing that I had incurred heavy losses in the recent business transactions
- Put up—to lodge** Where are you putting up these days?
- Put up with—to endure, to tolerate** You will have to put up with me till my aunt comes back from the market
- Run away—to flee** The little girl took a necklace and ran away.
- Run away with—to steal and depart with** The cashier ran away with twenty thousand rupees
- Run down—to censure, to disparage, to speak ill of** People nowadays run down the policy of Ahimsa  
 —to overtake The constable ran down the cheat just outside the railway station  
 —to run over The little boy was run down by a bus  
 —The old man has run down on account of heavy work.  
 —The clock has run down
- Run into debt—to contract a debt** He ran into a debt of five thousand rupees thinking that he would repay it in two years
- Run off—to break off from control** The dog broke the chain and ran off
- Run out—to come to an end** The war has broken out, the supplies of petrol are likely to run out  
 —to expire His patience with me has completely run out
- Run over—to drive over** The car ran over the pedestrian as he was crossing the road  
 —to flow over The tank is running over
- Run through—to squander or waste** The young lord has run through his money  
 —to read quickly I will just run through this lesson and tell you what it is all about  
 —to pierce The needle ran through her finger when she was stitching her shirt
- See about a thing—to look after, to attend to** Could you kindly see about the safe delivery of these goods at my residence?

**See into**—*to investigate* I suspect some foul play Could you kindly see into the matter yourself?

**See off**—*to accompany one to the starting place and wait with one till one has taken one's departure* Who is going to see me off at the railway station?

**See through**—*to comprehend, to discern* I could not be taken in by his pretensions as I could easily see through them

**See to**—*to attend to* You can set right the situation if you see to it at an early date

**Set about**—*to begin* Once you have made up your mind to follow a particular course of action, you should set about it immediately

**Set aside**—*to disregard, to cancel* She set aside all objections and gave her consent to marry me

**Set in**—*to begin* As soon as rains set in, it becomes pleasant

**Set forth**—*to proclaim, to exhibit* The speaker set forth his views clearly and cogently

**Set off**—*to depart* We have decided to set off at daybreak  
—*to decorate, to embellish* Physical grace should be set off by mental excellence

**Set on**—*to attack* The hounds set on the deer and tore him into pieces

—*to instigate, to incite* He set on the boys to go on a strike

**Set out**—*to depart* He soon got fed up with his sedentary life and set out on a fresh journey

—*to state, to display* My brother set out my case so well that my father agreed to grant my suit

**Set up**—*to establish, to open a new business* He is soon going to set up as a banker

**Show off**—*to display* She went to all the families in the neighbourhood to show off her ornaments

—*to put on a fine appearance in order to excite admiration* I have a dislike for the type of people who show off in public

**Show up**—*to expose* She takes delight in showing up the short comings of her friends

—*to be present* Very few members showed up for the meeting

**Speak for**—*to recommend somebody or to urge somebody's claims* If you speak for me to the Manager, I am sure he will look at my case favourably

—*to be a proof of* His generous actions speak for the nobility of his mind

**Speak of**—*to mention or talk about* The lecturer spoke of the horrors of scientific warfare while discussing the advancement of science

**Speak on**—*to deliver a lecture on* This evening I am going to speak on the changing concepts of morality in various ages

**Speak out**—*to speak loudly* The Principal spoke out the names of the prize winners

**Stand against**—*to resist* Very few people can stand against the worldly temptations



- Stand by**—*to support* I promise to stand by you through thick and thin.
- Stand for**—*to be a candidate for* In the coming general elections, Mr. Chawla is standing for our constituency.  
—*to be in the place of*, NaCl stands for sodium chloride.
- Stand off**—*to keep at a distance* I would like you to stand off as I brook no interference in my way of work.
- Stand out against**—*to refuse to yield* He stood out against all opposition and won the case.
- Stand up**—*to rise from a sitting posture* As the teacher entered the class, all the students stood up.
- Stand up for**—*to defend or to support openly*. I am convinced of the justness of my cause but I have none to stand up for me.
- Strike at**—*to aim a blow at* He struck at me with great force but I managed to jump aside in time.
- Strike for**—*to stop work for some reason*. The labourers have struck for higher wages.
- Strike off**—*to remove a name (from the rolls, etc.)*. When he did not come to the school for one month without any intimation, his name was struck off the rolls.
- Strike up**—*to begin to sing or play as a musician* The band struck up a popular tune.
- Take after**—*to resemble* The younger sister takes after the elder one.
- Take down**—*to write down*: I take down my notes very carefully.
- Take for**—*to form an impression about somebody's identity*: I was taken for a South Indian.
- Take in**—*to deceive* She thinks her oily tongue can take in everybody.
- Take off**—*to remove*: Please take off your shoes before you enter the temple.  
—*to ridicule*: I resented his efforts to take me off.
- Take to**—*to become addicted to*: He took to gambling and drinking at a very early age.  
—*to form a liking for* Of late she has taken to painting.
- Take up**—*to occupy*. The new cabinet for the television set has taken up a large space.
- Tell of or about an event**—He told me of or about all his adventures.
- Tell against**—*to prove adverse to, to go against* I am sure these facts are going to tell against your case.
- Tell off**—*to select and appoint to some special duty*. The commander told off four soldiers to watch the tunnel.
- Tell upon**—*to have an influence upon*. Education is sure to tell upon his manners.  
—*to affect*. Overwork told upon Florence Nightingale's health and she fell ill.
- Throw about**—*to fling here and there; to leave in disorder*. The child threw about his books and ran off to play.

- Throw away—to lose through carelessness    You have thrown away a golden chance
- Throw off—to cast off, to discard    She threw off all sense of shame and eloped with her boy friend
- Throw oneself on or upon—to dash upon    In spite of being fewer in number they threw themselves on their enemy and won the battle by their courage alone
- Throw (one) over—to get rid of    When his purpose had been served he tried to throw me over
- Turn about—to face in the opposite direction    If you just turn about you will witness a very amusing scene
- Turn against—to become hostile to    I shall not give up my principles even if the whole world turns against me
- Turn aside—to deviate, to digress    Never turn aside from the path of virtue
- Turn down—to reject    He has bluntly turned down my request for a higher financial grant

Section II    Miscellaneous Idiomatic expressions

- Above all—that which is of the greatest importance    Be cheerful in your looks polite in your behaviour, but above all, be sincere to your work
- Above board—honest and frank    I can never question the integrity of his character for he is always above board in his dealings with me
- (To) add fuel to the fire—to supply additional cause of anger or dispute    The labourers were already indignant over the rigid attitude of the millowners the arrest of their leader added fuel to the fire
- All and sundry—everyone, without distinction    He invited all and sundry to the celebrations.
- All in all—most important, possessing all authority    He is all in all in this office, so nothing can be done without his permission.
- To all intents and purposes—practically, virtually    Mr Nehru was to all intents and purposes the ruler of India
- All the rage—immensely popular or fashionable    Wearing natural flowers is all the rage these days.
- All the same—in spite of, nevertheless    The astrologer was as great a stranger to the stars as his customers, all the same, he deserved the wages he carried home at the end of the day —alike    Whether the proposal is accepted or turned down, it is all the same to me
- Apple of discord—bone of contention something which causes friction, quarrels or disputes    The beautiful girl proved an apple of discord between the two brothers, for both of them were desirous of her hand in marriage
- Apple of one's eye—very dear, dear as eye sight    Being the only grandson, he was the apple of his grand parents' eye.

**Apple pie order**—*perfectly neat and tidy* She cares much for her books and keeps them in apple pie order

**At a discount**—*one whose reputation is under a cloud, not much in demand* The reputation of the Congress (O) is at a discount these days

**(To be) at a loss**—*puzzled, unable to decide* I am at a loss to understand what you say

**(To be) at a man's beck and call**—*to be at one's service* He is most inefficient, but he thinks that by being at the beck and call of his boss he will be able to secure his place in the office

**At a stretch**—*continuously* Having worked for six hours at a stretch I am now completely knocked up

**At all events**—*under all circumstances* He was a pedlar, or at all events, a hawker of small wares

**At arm's length**—*at a distance in a state of unfriendliness* It was his avowed policy to keep the nobles at arm's length.

**At daggers drawn**—*bitterly hostile* They have been at daggers drawn ever since they fell out over the ownership of a piece of land

**At home**—*to feel comfortable* I was quite at home in that house

**At large**—*free, at liberty* Notwithstanding the desperate efforts made by the police the culprits are still at large

**At loggerheads**—*disagreeing or quarreling with* Sheikh Mujib declared that Pakistan and Bangladesh would ever remain at loggerheads

**At one's wit's end**—*in a state of utter perplexity, wholly puzzled and not knowing what to do* No sooner had I cast a glance at the question paper than I was at my wit's end for it contained at least six questions out of syllabus

**At random**—*aimlessly in a haphazard manner* He always begins at random and is never able to complete what he takes up When I reached home I found all my things lying at random

**At sea**—*deficient* Neeru is at sea in Economics unless she puts in some determined labour in this subject, she will cut a sorry figure in the examination.

**At sixes and sevens**—*in a state of disorder or discord* The accounts are all at sixes and sevens The members of the committee are at sixes and sevens

**At the eleventh hour**—*at the last moment* At the eleventh hour we discovered that we had run short of funds

**Backstairs influence**—*secret and improper influence* He got the job not by virtue of his merit but through backstairs influence

**Bad blood**—*ill feeling active enmity* This car has created bad blood between the two brothers

**Bag and baggage**—*with all the goods, leaving no belongings* I think I should pack up bag and baggage and depart

- (To) be in a fix—to be in a difficulty Tomorrow is the last day to pay the college dues and I have yet to receive money from father, I am in a fix and hardly know what to do
- (To) be in one's good books—to be in favour Your brother is in the good books of his boss, he is sure to rise very soon
- (To) be in one's elements—in a congenial atmosphere and surroundings It is essential to be in one's elements before one can devote oneself heart and soul to creative writing
- (To) be on tenterhooks—painful anxiety and suspense When he discovered that his brother had left home empty handed he was on tenterhooks
- (To) bear the brunt of—to bear the main burden of a task to bear the maximum fury of an attack Soldiers fighting on the front have to bear the brunt of a war
- (To) beat a retreat—to withdraw, to retire as a sign of defeat Our Jawans fought with such tact and courage that the enemy was forced to beat a retreat.
- (To) bear the palm—to be the winner He was able to bear the palm in the competition by dint of his consistent and systematic work
- (To) beat about the bush—not to come to the point, to say things in a round about manner Having no convincing argument to defend his point the speaker began to beat about the bush
- (A) bed of roses—an enjoyable state an easy position If you think that the life of a student is a bed of roses, you are grossly mistaken
- (To) have a bee in one's bonnet—to have a crazy idea or notion in one's head He is very poor but insists that he must go round the world, he has a bee in his bonnet
- (To) beg the question—to assume that which requires to be proved This statement of yours begs the question
- (To) beggar description—to be so extraordinary that no words may be adequate to describe it The terrible atrocities committed by Pakistan in Bangladesh beggar description
- Behind one's back—in one's absence You must not criticise anybody behind his back
- Behind the scenes—the grim reality behind the attractive appearances This picture lets us behind the scenes and acquaints us with the difficulties and hazards of a cinema artist's life
- (To) bell the cat—at a great personal risk to try to render a common enemy harmless The entire staff wanted to humble the arrogant officer but nobody was prepared to bell the cat
- Between Scylla and Charybdis—between two dangers I am between Scylla and Charybdis, if I do not proceed they will call me a coward, and if I do, my life will be in danger.
- Between the devil and the deep sea—between two dangers With a cruel step-mother at home and a peevish teacher at school, the poor girl found herself between the devil and the deep sea

**Between two fires**—subject to a double attack If I resign the job, I am faced with starvation, if I continue, I am to put up with a most unreasonable officer I am really between two fires

**(To) bid fair**—to seem likely, to promise well With a genuine taste in literature and a congenial literary atmosphere at home, she bids fair to be a very great writer

**(To) bide one's time**—to wait patiently Let us bide our time till the machine is repaired and we can resume our work

**Bird's eye view**—a general view of something like that a bird has of things below We can have a bird's eye view of Delhi from the top of the Qutab Minar

**Birds of a feather**—persons of the same type or nature or habits All these political leaders are birds of a feather They are loud in their promises at the time of elections but serve none once they are elected

**Black sheep**—a person who fails to join others in some common cause, a person who betrays his associates Ever since she divulged some of the secrets of the class to the Principal she has been branded as a black sheep

**(In) black and white**—written on paper in ink I must have that statement of yours in black and white

**(A) blessing in disguise**—a misfortune that later on proves to be a blessing The Chinese attack on India in 1962 turned out to be a blessing in disguise But for this attack, India would never have become militarily strong

**(To) blow hot and cold in the same breath**—to be favourable and unfavourable by turns I can never trust a person who is in the habit of blowing hot and cold in the same breath

**(To) blow one's own trumpet**—to praise oneself With all political parties blowing their own trumpet, the common man fails to recognise the merits of any of them

**Blue blood**—aristocratic origin He has blue blood in his veins, his demeanour is always praiseworthy

**(A) bolt from the blue**—an utterly unexpected blow or disaster Her mother's untimely death came to her as a bolt from the blue

**(A) bone of contention**—something that causes a quarrel This house has been a bone of contention between the two brothers for several years

**(To be) born with a silver spoon in one's mouth**—to be born in a rich family He was born with a silver spoon in his mouth and can afford to be extravagant

**Bread and butter**—the means of life, food, clothing etc Our society should be so reorganised that everybody easily gets at least bread and butter

**(To) break the ice**—to remove a conversation when there has been an awkward silence, to speak first of a delicate matter As the silence was getting heavy on our nerves, I decided to break the ice

- (To) breathe one's last—to die He arrived just after his son had breathed his last
- (To) bring home to—to cause one to feel or understand or realise His death brings home to me the sorrow of losing friends
- (To) bring to book—to call to account to punish If you do not finish your work by Monday you are sure to be brought to book for neglect of duty
- (To) bring to light—to reveal clearly to discover When his intentions were brought to light I realised that he was a big hypocrite
- (To) burn one's boats—to leave no means of retreat to take an irrevocable step Brave Rajputs used to burn their boats before they went to war
- (To) burn one's fingers—to suffer loss or hurt as by investing money in some financial enterprise or taking part in a quarrel They are in a wretched plight for their father has burnt his fingers in business You will burn your own fingers if you attempt to bring them to a reconciliation
- (To) burn the candle at both ends—to spend one's resources extravagantly After his father's death he started burning his candle at both ends and was soon reduced to a pauper
- (To) bury the hatchet—to forget past quarrels It is hoped that the Hindus and Muslims will bury the hatchet for ever
- (To) burn the midnight oil—to study till late in the night He burnt the midnight oil with a view to getting first division in the examination
- (A) burning question—a matter that is being hotly discussed everywhere How to check the brain drain from India is one of the burning questions of the day
- By and by—gradually Don't lose patience things will improve by and by
- By and large—from all standpoints on the whole Indian masses are by and large uneducated and ill informed
- By dint of—by means of, by virtue of Suman won the first prize by dint of hard labour
- By fair means or foul—by any means good or bad Who bothers about ethics or morality? In the modern materialistic society, the only aim of the people appears to be to acquire money by fair means or foul
- By fits and starts—without steady application, at intervals If you study by fits and starts you will never make any progress
- By hook or by crook—by any means, direct or indirect He is bent upon raising a sum of two lakhs by hook or by crook.
- By leaps and bounds—at a rapid pace The earnings of this firm have, in recent years, gone up by leaps and bounds
- (To) call a spade a spade—to use plain language, to be straightforward in one's talk He who calls a spade a spade fails to win immediate popularity but wins people's admiration in the long run

- (To) call in question—to doubt, to challenge the truth of. He called in question my statement that he had been a party to the agreement
- (To) call names—to abuse It is bad manners to call anyone names
- (To) call to account—to demand an explanation He was called to account for having kept away from the office without any intimation
- (To) carry coals to Newcastle—to do a thing which is unnecessary\* Sending tea to China would be carrying coal to Newcastle.
- (To) carry the day—to win a victory In World War II, the Allies carried the day
- (To) carry weight—to have influence This argument of yours does not carry weight
- Castles in the air—visionary projects, imaginary schemes: You can achieve nothing by merely building castles in the air. You must work hard to achieve your purpose
- (To) cast pearls before swine—to give what is precious to those who are unable to understand its value Reciting a poem to you is like casting pearls before swine
- (A) cat's paw—a person used as tool by another In order to fulfil his own aims, he treated his wife as a cat's paw
- (To) catch a Tartar—to attack one who proves to be much stronger than was expected In attacking India, Pakistan caught a Tartar.
- Cheek by jowl—close together In this photograph, the two statesmen are shown sitting cheek by jowl
- Chicken hearted—cowardly He cannot fight even to save his family because he is chicken hearted
- (A) child's play—something extremely easy to perform To pass the I A S. examination is not a child's play
- (A) chip of the old block—a child possessing the characteristics of its parents Anu is a chip of the old block for she is as stubborn as her mother
- (A) close fist ed man—a miser In spite of being very close fist ed, he donated liberally to the National Defence Fund
- (To) clean the Augean stables—to remove the corruption and inefficiency in administration. It is to be hoped that the new minister will be able to clean the Augean stables and streamline the working of his ministry.
- (A) close shave—a narrow escape. Yesterday in a collision between a truck and a car, the driver of the car had a close shave
- (A) cock and bull story—an absurd tale, an unconvincing pretext invented to cover up a fault The boy concocted a number of cock and bull stories but failed to throw dust into the eyes of his father,
- (In) cold blood—deliberately, without any cause to excite a person's anger. In red or revenge, mercilessly The intellectuals in Bangladesh were shot dead in cold blood.

- Cold comfort**—*very little satisfaction* The words of consolation my friends offered me at my failure gave me only cold comfort.
- (To) come a cropper**—*to fail in an enterprise* He was very proud of his speaking power, but he came a cropper when he was invited to address a public gathering
- (To) come off with flying colours**—*to be victorious* When does your examination take place? I hope you will come off with flying colours
- (To) come to grief**—*to be unsuccessful, to come to suffer* If you act hastily and recklessly, you are sure to come to grief
- (To) come to light**—*to be disclosed, to be known* The secret that she had a child before marriage never came to light
- (To) come to terms**—*to come to an agreement, to reach an understanding* We have settled our dispute and come to terms.
- (To) come to the point**—*to speak plainly on the real issue* Let us be serious and come to the point
- (To) cool one's heels**—*to be kept waiting* When he approached the minister for a recommendation, he was made to cool his heels for a long time
- (To) cope with**—*to deal successfully with, to tackle (a problem)* The intelligence of this child is below average, so he cannot cope with the class
- Creature comforts**—*physical comforts, good food, good clothing, etc* Most of our time is spent in providing ourselves with mere creature comforts We do not even think of the higher ends of life
- Crocodile tears**—*tears shed only for the sake of show and not from any real sympathy* He was happy at his brother's death for now he had become the sole heir to his father's property Still he shed crocodile tears
- (A) crying evil**—*an evil requiring immediate correction* The dowry system is a crying evil Immediate steps should be taken to abolish it
- (A) cry in the wilderness**—*a warning or advice which goes unheeded* In this materialistic world the advice of the religious prophets to embrace spiritualism is like a cry in the wilderness
- (To) cry over spilt milk**—*to regret uselessly* If you could not take timely warning, it is no use repenting now Why cry over spilt milk?
- (To) curry favour**—*to flatter somebody in order to obtain his favour* I have an instinctive dislike of the people who are always currying favour with their superiors
- (To) cut a sorry figure**—*to create a bad impression* He rose to address the audience but cut a sorry figure
- Cut and dried**—*already prepared* These days students do not want to exert their own brains They want to get cut and dried answers for some important questions.



- (To) cut no ice—to fail to convince or impress, to accomplish nothing The lawyer tried his best to prove that his client was not guilty but his arguments cut no ice.
- (To) cut one's coat according to one's cloth—to limit one's expenses to the money available If you cut your coat according to your cloth you will never run into debt
- (To) cut one short—to interrupt and stop another who is speaking As I was proceeding with the explanation of the problem, the teacher cut me short and asked another student to explain it
- (To) cut the Gordian knot—to solve a difficult problem by bold measures Let us hope that the Prime Minister succeeds in cutting the Gordian knot and solving the various problems that confront us
- (To) cut to the quick—to hurt intensely The clerk was cut to the quick when he was accused of theft
- (To) dance attendance—to be constantly at the service of He is dancing attendance on the authorities in the hope that he will be decorated with some award at the Republic day celebrations this year
- (A) dark horse—an unexpected winner In the recent battle between Israel and the U A R, Israel turned out to be a dark horse
- (A) dead letter—something no longer in force Being friendly with a number of police officials in the city, he treats the laws so contemptuously as if they were no better than dead letters
- (To) die in harness—to continue in one's post or at one's occupation until one's death Some wish to die in harness while others wish to retire from service that they may lead a peaceful life in their old age
- (To) do a good turn—to render a service to someone What a world! Try to do a good turn to a stranger and he will suspect you of foul play
- (A) dog in the manger policy—the policy of a selfish man who refuses to allow his neighbour even what he himself cannot use Boys sometimes observe a dog in the manger policy when they neither use the playground themselves nor allow others to play in it.
- (The) dogs of war—famine, sword and fire The dogs of war were let loose and they played havoc with the country's population
- Double dealing—double crossing, trickery and deceit, plotting against one's friends Once you suspect a person of double dealing, you ought to keep him at arm's length
- (To) draw a blank—to be unsuccessful in an enterprise Umesh invariably draws a blank, still he cannot resist the temptation of buying lottery tickets
- (A) drawn game—a game in which neither side wins Yesterday we played a drawn game of football
- Dutch courage—courage excited by wine Dutch courage may occasionally land one into very embarrassing situations
- (To) eat one's words—to withdraw or deny a statement, to go back upon statements previously made. Don't throw such rash

- challenges lest you should have to eat your words and feel humiliated later on
- (To) eat the humble pie—to suffer humiliation to be humbled  
The enemy had to eat the humble pie and accept reconciliation on any terms
- (To) egg on—to instigate, to urge His supporters egged him on to fight more ferociously and floor his rival
- (To) end in smoke—to yield no practical result The project meant to raise the standard of living ended in smoke
- Enough and to spare—having things in sufficient quantity  
Although millions are starving in these days of food crisis, the rich have enough and to spare
- (An) eye for an eye—complete revenge Christian charity does not teach you to have an eye for an eye or a tooth for a tooth it exhorts you to forgive others
- (An) eye wash—a deception mere profession The authorities have already decided which candidates to appoint the interview is only an eye wash
- (To) face the music—to be ready to undergo a trial If we do not face the music now, our opponents will gain an upper hand by taking advantage of our difficulties
- Fair and square—honest, just If you are fair and square in your dealings with others your business will prosper very soon
- (A) fair deal—a transaction which is fair and just to both the parties  
I think it is quite a fair deal if now I pay back the money I borrowed from you with interest and my thanks
- Fair play—just and honest dealings We should insist on having a fair play even if we stand to lose
- (A) fair weather friend—one who is a friend in prosperity only It is better to be friendless than to have a fair weather friend
- (To) fall a prey to—to be a victim of Many innocent civilians fell a prey to the barbarous Pakistani soldiers in Bangladesh
- (To) fall flat—to fail to create any interest or effect He spoke in such a listless manner that his speech fell flat on the audience
- (To) fall foul of—to collide with to dash against to quarrel with  
He fell foul of me when I suggested that he should make a clean breast of his fault and ask forgiveness of the teacher
- (To) fall on one's feet—to come safe out of a predicament or difficult situation His irritability landed him in trouble It was only through the timely intervention of his friends that he fell on his feet and was saved from any humiliation
- (To) fall short of—to be less than Your son has fallen short of my expectations The supply fell short of what he needed
- Far and away—to a great extent He is far and away the best batsman in our cricket team
- Far and near—in all directions He searched for the lost child far and near
- Far and wide—in all directions The fame of Jagdish Chandra Bose spread far and wide

- (A) far cry—very distant For India to attain self sufficiency in food production is still a far cry
- (A) feather in one's cap—an honour, an achievement After bank nationalisation the decisive victory over Pakistan is another feather in Mrs Gandhi's cap
- (To) feather one's nest—to provide for one's own personal comfort and interest, to make money He wants to be elected to Parliament not to serve the people but to feather his own nest
- (To be) fed up—bored, wearied after having too much of something I am fed up with your promises, now nothing can satisfy me except my money
- (To) fight shy of—to avoid, to keep away from Healthy criticism often helps one to improve so don't fight shy of it
- (To) find fault with—to blame My elder brother found fault with me for idling away my time
- First and foremost—before anything else It is our first and foremost duty to defend the honour of our country against any aggression
- (To) fish in troubled waters—to make profit when others are in trouble Most politicians wait for an opportunity to fish in troubled waters
- (A) fish out of water—in uncongenial and uncomfortable surroundings When a student enters a college for the first time, he feels like a fish out of water
- Flesh and blood—human nature It is beyond flesh and blood to put up with such humiliation
- (A) fly in the ointment—that which spoils the interest of a thing The presence of the old grandfather proved to be a fly in the ointment for the children could not enjoy themselves at all
- (To) follow suit—to behave in the same manner, to do as some other person has done before The leader of the party jumped into the river and the others followed suit
- (A) fool's paradise—a state of imaginary or unreal happiness Mr Bhutto is living in a fool's paradise if he thinks that Pakistan can still have friendly ties with Bangladesh
- For certain—definitely I know for certain that she has been invited to give a performance in Ashoka Hotel
- For better or for worse—whatever be the consequences I have decided to invest my money in this business for better or for worse
- For good—for ever He is going to leave this country for good
- (A) free lance—a person not belonging to any party or any organisation The life of a free lance journalist is insecure and full of hazards
- French leave—absence from duty without taking proper leave She went on French leave regardless of consequences
- From hand to mouth—without making any provisions for the morrow consuming everyday what little is earned Most Indians are still living from hand to mouth

From the bottom of one's heart—*genuinely and deeply* I saw a man dying on the roadside I felt sad from the bottom of my heart

(In) full swing—at the height of activity The winter is in full swing these days.

(A) gala day—a day of gaiety and festivity The Republic day is a gala day for every Indian

Gall and wormwood—*extremely bitter and painful* She is so jealous that the news that any of her friends has risen in life is gall and wormwood to her

(To) get into a scrape—to get into an awkward situation Her extremely blunt manner of speech is bound to get her into a scrape sooner or later

(To) get into hot water—to get into a difficulty There is a perfect understanding between these two friends If you try to create bad blood between them, you will get into hot water yourself

(To) get the hang of a thing—to understand the general meaning and implications of anything You need not bother about minute details You should try to get the hang of the argument

(To) get wind of—to get news about something We must act very cautiously lest others should get wind of the secret

(To) give a piece of one's mind—to reprove The Chief Executive Councillor gave a piece of his mind to the corrupt officials

Give and take—*mutually obliging each other* If you adopt the policy of give and take you will have a smooth sailing in life

(With) a good grace—*cheerfully without hesitation or protest* The candidate answered all the questions with a good grace

Gift of the gab—the ability to speak plentifully and impressively George Bernard Shaw was blessed with the gift of the gab, that is why he was such a draw with the audience

(To) give one the slip—to evade or escape from a person who is seeking you The thief gave the policeman the slip and ran away

(To) give oneself airs—to be self important I find her company very repulsive for she is always giving herself airs

(To) give place to—to be replaced or superseded by someone or something else When the election results were announced, all their zeal gave place to despair

(To) give ear to—to pay attention to, to listen to Had you given ear to my advice and given up his company, you would not have come to grief today

(To) give the cold shoulder—to treat coldly and formally I expected much from him but he gave me the cold shoulder

(To) give the devil his due—to allow even the worst man credit for what he does well I know he is vulgar and outspoken but I must admit that he is very hardworking I must give the devil his due.

(To) give up the ghost—to die He gave up the ghost just before the doctor arrived

- (To) give vent to—to express He who does not give vent to his feelings is likely to develop many mental complexes
- (To) give way—to yield to surrender When he came to know that his house had caught fire, he gave way to despair.
- (To) give wide berth to—to keep as far as possible I have had letters warning me to give a wide berth to Samir.
- (To) go astray—to be misled to follow wrong ways: His step-mother turned him out of the house. Having no one to support him financially he went astray and began stealing
- (To) go the whole hog—to do a thing thoroughly, commit oneself completely to something I am willing to go the whole hog if my support can help you to recover your place
- (To) go through fire and water—to undertake any trouble or risk for an end or object Generally the people of a slave country have to go through fire and water to win independence.
- (To) go to pieces—to be wrecked completely If the influx of the refugees from Bangladesh had continued unchecked, our economy would have gone to pieces
- (A) good Samaritan—a kind and charitable person The landlord proved a good Samaritan when he gave shelter to his foe
- (A) good turn—an act of kindness A good turn never goes unrewarded
- (To) go to the dogs—to be ruined, to be damned If he does not give up his bad habits, his family will go to the dogs
- (To) go to the wall—to be neglected to be allowed to suffer hardships The law of the jungle prevails in this world. The rich prosper while the poor go to the wall
- (To) go without saying—to be plain and evident It goes without saying that he is the ablest man in our community
- (The) green eyed monster—jealousy The green eyed monster had her in its grip and tempted her to kill her rival in love
- (To) grease the palm of—to bribe They greased the palm of the magistrate and got him released
- (A) hair breadth escape—a very narrow escape His car collided with a truck and was smashed into pieces, but he had a hair-breadth escape
- (To be) hand and glove or hand in glove—on very intimate terms Even those who are hand in glove with each other should not take things for granted. With friends one ought to be even more careful
- Hand to hand—with the use of hands only When they ran out of shots, they came to hand to-hand fight.
- (To) hand over—to transfer from one's own to another's possession I have handed over all the responsibility of running this business to my son
- (To) hang fire—to be delayed or postponed, to be kept pending Our scheme for compulsory education for all will hang fire until we have sufficient funds to support it

(To) have a hand in—to be involved in, to be a party to something The police appears to be having a hand in this dacoity otherwise it could not have been attempted in such broad daylight

Hard and fast—definite, rigid In the absence of any hard and fast rules in this matter, you may use your own discretion

(A) hard nut to crack—a man difficult to deal with This teacher is a hard nut to crack He does not easily concede the demands of the students

(To be) hard up—to be short of money I regret to say that being hard up myself I shall not be able to lend you the money you have asked for

(To) harp on the same string—to repeat the same thing again and again In his message, he harped on the same old string of being economical

(To) have an axe to grind—to have a personal & selfish motive in doing something He has not forwarded your application for transfer to the secretary Don't you think he has an axe to grind?

(To) have a finger in every pie—to be mixed up in every affair Success consists in pursuing one's course with the unity of purpose If you insist on having a finger in every pie you will achieve nothing

(To) have one's hands full—to be very busy I am sorry I can undertake no more assignments I have my hands already full

Head and shoulders above—far above or superior to A dictator is normally hated for he considers himself head and shoulders above the common people

Head over ears—completely, excessively He is head over ears in debt that is why he is usually depressed

(A) henpecked husband—a husband under the thumb of his wife A henpecked husband is not respected even by his own sons and daughters

(A) Herculean task—any work requiring very great effort To get to the top of Mount Everest is really a Herculean task

High handed—arrogant, naughty and unjust They conspired to murder the general on account of his high handed attitude towards his subordinates

High time—ripe time, far advanced time Examinations are approaching fast It is high time you started studying seriously

(To) hit below the belt—to strike another unfairly If you win a victory by hitting your rival below the belt, it is no victory at all

(To) hit the nail on the head—to get to the root of a matter, to seize on a vital and essential point You hit the nail on the head when you pointed out to him that his inferiority complex is the cause of his failure

Hobson's choice—a choice that is really no choice An Indian ordinarily has only a Hobson's choice to determine his future,

- for the job opportunities are so limited that he cannot take the risk of rejecting a job that is offered to him
- (To) hold cheap—to hold in little esteem to consider a person insignificant He has suddenly become rich by winning a lottery and now he holds all his relatives cheap
- (To) hold good—to remain unaffected and unaltered, to remain valid The conclusions drawn by the scientists may not hold good for long
- (To) hold one's tongue—to remain or to become silent If you do not hold your tongue now, I shall make you leave the room
- (To) hold out the olive branch—to make offers to seek compromise We believe in peaceful co existence and if we hold out the olive branch to every country it should not be regarded as a sign of our weakness
- (To) hold water—to be valid to be supported by facts The suspicion that cigarette smoking causes cancer of the lung holds water
- Hole and corner policy—secret I have come to know in time of your hole and corner policy of dealing with people including your friends
- Hoping against hope—I have hope even when there is no basis for hope I though her husband has been in a state of coma for the last five days, she is still hoping against hope and expecting him to recover
- (To) bring a hornet's nest about one's ears—to provoke a widespread outburst of a grievous feeling His injudicious and highly biting remarks at the meeting brought a hornet's nest about his ears
- Hue and cry—Clamor or noise They raised a hue and cry when they saw the thief escape
- (To) husband one's resources—to exercise economy in using one's money, property, etc We should husband our resources in such a manner that we are able to save some money
- In a nutshell—briefly and concisely Could you give me the contents of the President's address in a nutshell?
- In any case—whatever may happen, under all circumstances In any case we cannot do with less than two hundred rupees
- In cold blood—coolly and without the excitement of passion intentionally and deliberately The intellectuals in Bangladesh were killed in cold blood by the Pakistani brutes
- In keeping with—suitable to The Prime Minister of Mauritius was accorded a warm welcome in keeping with his rank and dignity
- In one's element—in the right mood Unless a poet is in his element he cannot write good poetry
- In one's good books—in one's favour If my sincerity and hard work cannot put me in his good books, I shall prefer to resign this job and try some other means of livelihood
- In respect of—in point of He is senior to me in respect of service.

- In spite of**—*In spite of high technical values and excellent performance of the chief actors, this picture will fail at the box office*
- In one's sleeves**—*secretly (mostly used of laughter)* He felt offended when he saw others laughing in their sleeves
- In one's true colours**—*as a person really is as distinct from what he pretends to be* If many of our political leaders were to appear before us in their true colours, we would feel highly contemptuous of them
- In the air**—*prevailing, found everywhere* These days a note of dissatisfaction with all the established norms of society is in the air
- In face of**—*against, in the presence of* Great men remain calm and composed even in face of heavy odds
- In the guise of**—*in the dress of* The minister decided to take a round of the city in the guise of a peasant
- In high spirits**—*cheerful, gay* In spite of severe cold and very difficult living conditions, our jawans were ever in high spirits
- In the long run**—*eventually, in the end* Truth and honesty must triumph in the long run
- In the nick of time**—*at the exact time* We arrived at the theatre in the nick of time, the performance was just about to begin
- In the same boat**—*in similar circumstances* Human nature is never uniform. You will often find people in the same boat and still behaving very differently
- In the teeth of**—*in direct opposition to* The Congress candidate won the election in the teeth of very tough opposition
- In the throes of**—*in the grip of* During the war days, the whole country is in the throes of excitement
- In vogue**—*in fashion* Wearing bell bottoms is no longer in vogue
- In the wake of**—*to come after* Economic depression followed in the wake of war
- Ins and outs**—*details* Being so familiar with the ins and outs of this business I would prefer to continue with it
- Instead of**—*in place of* Although the fault was his instead of being apologetic, he started behaving more arrogantly
- In the bargain**—*in addition, extra* We purchased this Usha machine and got this electric iron in the bargain
- Jack of all trades**—*one who can turn his hand to any kind of business but is expert at none* In the modern world of specialisation, it does not pay to be a jack of all trades
- (A) jaundiced eye**—*a prejudiced mind* To a jaundiced eye even all that is fair appears to be foul
- (To) jump to a conclusion**—*to arrive at a conclusion hastily* Take more time to think over it. do not jump to a conclusion at once
- (To) keep a straight face**—*to remain serious* For fear of letting the situation look absurd, I had to keep a straight face



- (To) keep abreast of—to keep oneself informed If we want to keep abreast of the latest discoveries of science, we must have a sound knowledge of English
- (To) keep an eye on—to watch I am not sure of the antecedents of his servant You will have to keep an eye on him for the first few days
- (To) keep body and soul together—to maintain oneself, to manage to exist without starving In these hard times, it is difficult to keep body and soul together
- (To) keep in touch with—to keep in communication or contact with During my stay at Bangalore I shall be writing to you regularly in order to keep in touch with you
- (To) keep one's countenance—to preserve one's gravity to refrain from laughing When the speaker started indulging in absurdities, it became difficult for me to keep my countenance
- (To) keep one's eyes open—to be on the alert When you go to a bank to get a cheque encashed you must keep your eyes open and beware of pickpockets
- (To) keep one's fingers crossed—to wait expectantly Rosalind and Celia kept their fingers crossed as Orlando wrestled with Charles
- (To) keep one's head above water—to manage to live somehow to save oneself from starvation The five hundred rupees that you have given me will help me to keep my head above water for another two months
- (To) keep pace with—to move at an equal speed We must train more scientists in nuclear science if we want to keep pace with the western countries
- (To) keep the ball rolling—to continue the conversation successfully I started enquiring about his personal life in order to keep the ball rolling
- (To) keep the pot boiling—to be saved from starvation I had to accept this petty job in order to keep the pot boiling
- (To) keep the wolf from the door—to avoid starvation Her husband was killed in the war and there is none else to support the family I wonder how long will the poor lady keep the wolf from the door
- (To) keep up appearances—not to betray the real state of affairs, to remain outwardly unchanged He is only keeping up appearances, in fact he is a broken reed
- (To) kick up a row—to cause a disturbance He kicked up a row when the shopkeeper refused to accept back the sold article
- Kith and kin—blood relation All his kith and kin came to the wedding
- (To) kill two birds with one stone—to achieve two results with one effort By marrying the only daughter of a rich man he has killed two birds with one stone He has got a wife and at the same time become a sole heir to a huge property

**Labour of love**—something done out of love for someone and not for any monetary gain : Mr. Jain worked day and night so that his friend could win the election although it was only labour of love

**(The) last straw**—that which finally causes a collapse, an event simple in itself, but which can, in combination with other things, cause a calamity Her husband was killed in the war Her son died of cholera And now her other son has been dismissed from service I am afraid this might prove the last straw

**(To) laugh in one's sleeves**—to laugh secretly If you make that absurd proposal, people will surely laugh at you in their sleeves

**(A) laughing stock**—an object of ridicule, a person at whom others mock and jeer His habit of making faces at others has made him a laughing stock of the class

**(To) lay down one's arms**—to surrender one's weapons as a conquered person They had suffered heavy casualties and there was no reinforcement Thus they were forced to lay down their arms

**(To) lay heads together**—to consult together, to discuss If we lay heads together, I am sure we shall be able to find some way out of this difficulty

**(To) lay one's hands on**—to obtain possession of If you lay your hands on any of these goods, you will be shot dead

**(To) lay stress on**—to emphasise In her latest speech, the Prime Minister has laid stress on the communal harmony in the country

**(To) lead a cat and dog life**—to be always quarrelling and hence miserable The husband and wife have been leading a cat and dog life ever since they got married

**(To) lead by the nose**—to control a person completely A leader who tries to lead his party by the nose will soon be out of office

**(A) leap in the dark**—an action the result of which cannot be foreseen Our decision to go on a strike at this juncture is certainly a leap in the dark

**(To) leave in the lurch**—to abandon, to abandon in a helpless condition It had never occurred to me that he would leave his parents in the lurch

**(To) leave no stone unturned**—to do one's best for something He was so keen on going to England that he left no stone unturned to get a passport

**(A) left handed compliment**—a remark which, though apparently meant to flatter, is really no compliment at all Your remark that after all I am looking smart today is only a left handed compliment Do you want to suggest that I usually do not look smart ?

**(To) let sleeping dogs lie**—not to refer to unpleasant events of the past Any reference to the past events will naturally create unpleasant bitterness So it is in your own interest to let the sleeping dogs lie

**(To) let the cat out of the bag**—to disclose a secret He knows all my secrets and I am afraid that one day he will let the cat out of the bag and land me into trouble.

- (A) *lion's share—the largest share* The thieves started quarrelling among themselves as each one of them wanted to get the lion's share of the booty
- Loaves and fishes—actual profits, material benefits* Some men seek office not to be useful to the society but for the loaves and fishes of the office
- (To) *look a gift horse into the mouth—to examine critically what is given to you as a gift* Since you have been presented this pair of gloves, why should you find fault with them? Surely it is a bad policy to look a gift horse into the mouth
- (To) *look before one leaps—to avoid hasty action* It is much better to look before you leap instead of repenting later over your past actions
- (To) *look in the face—to meet or face without shrinking or feeling ashamed* I am prepared to look in the face of all difficulties and to accept their challenge
- (To) *look on the bright side—to regard cheerfully, to see the best in any situation* A person who habitually looks on the bright side of things is called an optimist.
- (To) *look to it—to note, to take careful action* Will you kindly look to it that the students sitting in the examination hall do not copy
- (To) *lose ground—to suffer loss* While pitted against a formidable foe, once one loses ground, it becomes difficult to resist complete collapse
- (To) *lose heart—to lose courage* The soldiers lost heart when they came to know that their general had been shot dead.
- (To) *lose the day—to be defeated* If they had failed to attack at the crucial moment, they would surely have lost the day
- (A) *maiden speech—the very first speech delivered by someone in his life* Mahatma Gandhi in his maiden speech at the high court, failed to impress anybody
- (To) *make a clean breast of—to make a full and free confession of some guilt* You can be granted forgiveness provided you make a clean breast of your guilt
- (To) *make a clean sweep—to get rid of or dispose of everyone or everything concerned* Miss Kamaljit Sandhu made a clean sweep of all the prizes in the athletic meet
- (To) *make a fool of oneself—to exhibit one's foolishness by awkward behaviour* By losing temper and hurling abuse on his friends, he only made a fool of himself
- (To) *make a mountain of a mole hill—to magnify a small matter, making it unnecessarily important* He received only a minor injury but while making a report to the police, he made a mountain of a mole hill
- (To) *make a splash—cause a sensation, excitement* The news that a minister's daughter had eloped with her driver made a splash in the Capital

- (To) make a virtue of necessity—to treat something one is obliged to do as if it were done from choice He knew he was going to be dismissed but he made a virtue of necessity and resigned himself.
- (To) make allowances—to take excusing circumstances into consideration, to adopt an attitude of leniency You must make some allowance for his rudeness, for he had no good training in his childhood
- (To) make amends—to compensate for some injustice or wrong By his later generosity, he made ample amends for his earlier rudeness
- (To) make believe—to pretend In order to keep a secret watch over the activities of his wife, he made believe that he was going out of station for a few days
- (To) make both ends meet—to make one's income meet one's expenditure, to keep out of debt An average middle class family with its limited resources finds it very difficult to make both ends meet
- (To) make fun of—to ridicule, to joke about He made fun of the poor villager who was not familiar with the city etiquettes
- (To) make hay while the sun shines—to make use of a favourable opportunity to win an advantage You may not have such luck again Make hay while the sun shines
- (To) make head or tail of—to understand He spoke for an hour but I could make neither head nor tail of his speech
- (To) make light of—to treat as if of no importance, to disregard The father gave his son good advice but the latter made light of it.
- (To) make much ado about nothing—to make a great fuss about a trifle You are making much ado about nothing as he uttered these words only in jest.
- (To) make one's mark—to do something noteworthy She is both talented and diligent I hope she makes her mark in life.
- (To) make up one's mind—to decide, to determine Once you make up your mind about something, you should pursue it with unfaltering devotion
- (To) make way for—to move away to allow something else to fill the place We have to dispose of these old chairs to make way for the new furniture
- (A) man of letters—one proficient in literature Tagore was a man of letters.
- (A) man of parts—a man of ability, a gifted man He is a man of parts and is sure to make his mark in life
- (A) man of straw—a worthless person, with no social position or reputation Who cares for a man of straw in this world?
- (A) mare's nest—something unreal, something illusory. At first we thought that he had made a great discovery but it turned out to be only a mare's nest.
- Milk of human kindness—natural goodness and affection. Although he was a great warrior, yet he had in him the milk of human kindness.

**To mince matters**—to show a slight delicacy while speaking about something not to talk plainly or bluntly. The witness did not mince matters and stated very clearly how the deceased had been murdered.

**(To) move heaven and earth**—to make every possible effort. He moved heaven and earth to get the presidency of the Union.

**Next of kin**—close relations like father, mother and brother. Even the next of his kin were not informed of his marriage.

**(A) nine days' wonder**—something that causes great excitement for a short time and then is heard no more. Beauty is a nine days' wonder.

**Nip in the bud**—to crush (an evil) before it has a chance of maturing. Any indiscipline among the workers should be nipped in the bud.

**Now and then**—sometimes, occasionally. Every now and then he comes to pester me with a request for a loan.

**Null and void**—ineffective. If you introduce this rule, it will make the other one null and void.

**Odds and ends**—miscellaneous articles. The odds and ends of the damaged goods were lying on the floor.

—miscellaneous subjects. My brain is filled with all kinds of odds and ends.

**Of the first water**—of the highest type, excellent. My friend is a gentleman of the first water. You can take him at his word.

**Off and on**—now and again. If I do not give this servant a scolding off and on, he becomes slack in his work.

**Off hand**—at once, without hesitation or previous thought. I cannot offer my opinion off hand. You must allow me some time to think over the matter.

**Off the track**—away from the proper subject. Our teacher is a great scholar no doubt, but he usually goes off the track and we lose the heart of the subject he is speaking on.

**(An) oily tongue**—a person who glazes his hoisted words of flattery. An oily tongue may often be concealing a wicked heart. So you put on a new coat of paint.

**Olive branch**—a gesture of peace. In spite of all our misdeeds we are peace-loving people and are willing to hold the olive branch to any other nation that honours our ideals.

**On tenter hooks**—in a state of suspense or uncertainty. I was on my tenter hooks till the decision of the judges was announced.

**On the eve of**—at the time preceding some event. He was giving a hearty farewell on the eve of his departure to the States.

**On behalf of**—I thanked the chief guest on behalf of the staff and the students.

**On its last legs**—about to fail. This firm is on its last legs; it may be liquidated any day.

**On the face of it**—as it appears, judging from what has been stated. The offer, on the face of it, appears to be quite attractive.

- On the ground of—for the reason of    He applied for leave on the ground of ill health
- On the horns of a dilemma—in a state of uncertainty    Both the jobs being equally attractive I am on the horns of a dilemma as to which one I should choose
- On the sly—sneakily    He is inclined to do things on the sly I cannot therefore trust him
- On the spur of the moment—acting under the first impulse, without preparation    The leader of the Opposition rose to the occasion and made a fine speech on the spur of the moment
- On the verge of—on the brink of about to happen    It is no use sending for any doctor The patient is just on the verge of death
- Once in a blue moon—very seldom indeed    I am not addicted to smoking I smoke only once in a blue moon
- An open heart—frankness    If criticism comes from an open heart and in good faith I willingly accept it
- (An) open question—something that is not certain a debatable matter    The contest in our constituency is very keen It is an open question as to who will win the election
- (An) open secret—a secret that is well known    It is an open secret that he got this job on account of his personal relations with the Chief Minister
- (The) order of the day—the condition that prevails at a certain time    Respecting someone on the strength of his material possessions and not for his merits is the order of the day
- Out and out—thoroughly    Beware of him He is out and out a rogue
- (To) out herod Herod—to be very outrageous to pass all bounds while making a noise    Some candidates for election outherod Herod in order to impress the public
- Out of question—impossible impracticable    I have already told you that it is out of question to grant you leave for a fortnight
- (To be) out of order—to be in an unworkable condition    I got delayed because my watch was out of order and I could not know the exact time
- Out of sorts—indisposed    She did not come to attend the meeting because she was feeling out of sorts
- Out of the frying pan into the fire—from a bad position into a worse one    To elude the police, the thief jumped off the roof and met his death Thus he jumped out of the frying pan into the fire
- Out of the wood—free from danger, out of a difficulty    I heaved a sigh of relief when I felt that I was completely out of the wood.
- Over and above—in addition to, moreover    You will earn a bad name over and above the loss you incur
- Over head and ears—completely    She is over head and ears in love.
- Palmy days—days of prosperity and happiness    With the death of my father, my palmy days were over.

- Part and parcel**—*an essential part* Although she is not related to us she is so close to us that she has become a part and parcel of our family
- To pay one in his own coin**—*to treat another in as harsh a manner as he had treated you* I believe in paying one back in one's own coin So do not expect me to be considerate tomorrow if you do not show me any leniency today
- (To) pay through the nose**—*to pay a very heavy price* I had to pay the doctor's bill through the nose
- Pell mell**—*in a state of confusion* The crowd ran pell mell at the sight of the police
- Penny wise and pound foolish**—*to be very careful while spending small sums of money and to become extravagant where large sums of money are concerned* He haggles with the shopkeepers for every paisa but spends large sums in restaurants I just cannot understand this penny wise and pound foolish policy
- (To) pick a bone with**—*to pick a quarrel with* I patiently put up with all the rubbish he was speaking for I was loth to pick a bone with him
- (To) pick a quarrel with**—*to get into a quarrel by seeking for it* I have often found him picking quarrels with his classmates
- (To) pick holes in one's coat**—*to find fault with one* He has but few friends because he is always picking holes in others' coats
- Plain sailing**—*smooth and easy sailing, an enterprise that offers no difficulties* Once you build up good clientele by dint of your sincerity and hard work you will have plain sailing in life
- (To) play a double game**—*to do one thing fairly and openly and another unfairly and secretly to give one impression to one party and quite another to another* Mr Sharma incited the students to go on a strike and told the Principal that Mr Gupta was at the root of this strike He played this double game to win popularity among the students and favour with the Principal
- (To) play ducks and drakes with money**—*to spend money foolishly* After his father's death he started playing ducks and drakes with his father's property and was soon reduced to bankruptcy
- (To) play fast and loose**—*to behave recklessly or irresponsibly, to be unreliable to say one thing and do another* Never play fast and loose with your friends
- (To) play into the hands of**—*to be controlled by, to be easily led by* The president of the students' union played into the hands of some political leaders and instigated the students to go on a strike
- (To) play the second fiddle**—*to work in a subordinate position* In the office he lords it over the clerical staff while at home he plays the second fiddle to his wife
- (To) play the game**—*to deal in a fair and honest manner* If you have promised to marry her, you must not back out. You must play the game

- (To) **play truant**—*to stay away from school or college without leave, to absent oneself without permission* He has been playing truant from the college all the year round Now that the examination is so near, he is feeling nervous
- (To) **pocket an insult**—*to tolerate an insult* I pocketed the insult not because I was weak but because I did not want to kick up a row
- Point blank**—*directly, plainly* She told me point blank that she was not in a position to help me
- (To) **poison the ears of**—*to say to one something that will be greatly injurious to another* The Section Officer poisoned the ears of the Under Secretary against his assistant
- (To) **poke one's nose into**—*to interfere unnecessarily* If you poke your nose into another's affairs, you will burn your own fingers
- (To) **pour oil on troubled waters**—*to try to bring about a compromise* He poured oil on troubled waters by trying to bring about a reconciliation between the husband and the wife
- Primrose path**—*pleasant, easy going way of life* He must follow the primrose path even though his family goes to the dogs
- Pros and cons**—*arguments for and against* I agree with you after judging the pros and cons of the matter
- (To) **pull along with**—*to act in harmony with* It is difficult for me to pull along with a person with whom I have no emotional compatibility
- (To) **pull one's leg**—*to play a joke with one to make one look foolish* I was not serious in the argument I was simply trying to pull his leg to have some fun
- (To) **pull oneself together**—*to collect one's faculties* If you pull yourself together and concentrate on the problem, you will surely succeed in finding a solution to it
- (To) **pull the strings**—*to manipulate, to work from behind the scenes and make others act according to one's own will* The President of the Pradeshik Congress Committee is not acting of his own accord The strings are being pulled by the High Command
- (To) **put heads together**—*to confer* When the situation became alarming, the directors put their heads together to seek a solution
- (To) **put on airs**—*to look important, to try to create an impression* I dislike people who put on airs to show off in public.
- (To) **put one's cards on the table**—*to be absolutely frank and conceal nothing* I have put my cards on the table and given you all the facts of the case Now it is for you to take a decision
- (To) **put one's best foot forward**—*to try one's best* Unless you put your best foot forward, you will not be able to impress the Selection Board
- (To) **put one's shoulder to the wheel**—*to try oneself and not to look to others for help* Put your shoulder to the wheel and others will willingly help you Look to others for help and nobody will come forward



- (To) put to the sword—to kill : The captured soldiers were put to the sword.
- (To) put the cart before the horse—to put last things first : To teach writing before reading is to put the cart before the horse.
- (A) queer fish—a strange man : Your companion who neither spoke nor moved seemed to me to be a queer fish.
- (To) rack one's brains—to exercise one's brains to the utmost : I racked my brains but could not recollect his name.
- (A) rainy day—a time of difficulty or monetary distress : Even an insect lays by some grains for a rainy day.
- Rank and file—soldiers as distinguished from the officers; the ordinary working members of an organisation : The ultimate success and prosperity of any organisation depends on the sincerity and efficiency of its rank and file.
- (To) read between the lines—to see the writer's concealed meaning : If you read between the lines, you will find that this article contains a hit on the government.
- (A) red-letter day—a day memorable for some joyful event : It was a red-letter day in the history of the world when the U.N.O. was formed.
- Red rag to a bull—something that especially provokes and irritates someone : A person who tells lies is to me like a red rag to a bull.
- Red tape—official formalities that delay action : My job was being delayed on account of red tape. Ultimately I had to grease the palm of a clerk to expedite matters.
- (To) rest on one's laurels—to start a life of rest after having achieved much : Most of the renowned writers belonging to the last generation are resting on their laurels now.
- (Without) rhyme or reason—without sense : He abused me without rhyme or reason.
- (To) rise from the ranks—to rise from an ordinary or low position : Officers who rise from the ranks usually make a fuss over trifles.
- (To) rise to the occasion—not to be perplexed; to overcome a difficulty : At the outbreak of famine in the district, the magistrate rose to the occasion and did all he could to relieve the suffering of the people.
- Root and branch—completely : We must try to eradicate corruption root and branch.
- (A) royal road—an easy method of obtaining something : People still feel that an intimate acquaintance with any of the ministers is the royal road to success.
- (A) scape goat—one punished for the misdeeds of others : The poor servants are made scape goats for the mistakes committed by their masters.
- Scot-free—safe : The evidence against him proved beyond doubt that he was guilty, but on account of his access to the officials he got scot-free.

- (A) **screw loose**—something wrong mentally Of late he has been behaving in a very queer manner I wonder if there is a screw loose in his mental set up
- (To) **see eye to eye with**—to have the same opinions on a subject It is difficult for enlightened human beings to see eye to eye with one another on every matter
- (To) **steer clear of**—to avoid to lead successfully through a difficult phase Only someone with great tact and shrewdness can steer us clear of our difficulties
- (To) **serve one right**—to act towards somebody in such a manner that he gets the punishment he deserves You have often kept me waiting for you If today I have come late and kept you waiting for me for an hour it serves you right
- (To) **set on foot**—to start, to initiate In spite of the repeated demands of the opposition parties no equity into the matter has yet been set on foot
- (To) **show a clean pair of heels**—to run away At the sight of the policeman the thief showed a clean pair of heels
- Showdown**—an open challenge a trial of strength If there is a showdown, I am sure of the victory of my party
- (To) **show off**—to make a vain display, to display for the purpose of exciting admiration Showing off is a typical middle class tendency
- (To) **show the white feather**—to betray signs of fear, to act like a coward James never forgave his brother for showing the white feather when he asked him to join the army
- (To) **sit on the fence**—to adopt a neutral attitude, waiting for circumstances to take a definite shape and then to decide whether to join one party or the other He is an opportunist of the first water He is still sitting on the fence and trying to weigh the prospects of the various political parties
- Small talk**—talk concerning trivialities Have you ever realised how much time we waste in the usual small talk?
- (To) **smell a rat**—to detect something wrong During the past few days your step mother has become unusually polite with you, Don't you smell a rat?
- (A) **snake in the grass**—a secret foe Those of our citizens who act as spies for the enemy are like snakes in the grass
- (To) **sow one's wild oats**—to indulge in youthful love affairs and dissipations No one can check you from sowing your wild oats but I may warn you that it will bring a bad name to your family
- (To) **speak volumes**—to supply plenty of evidence His work speaks volumes of his abilities
- Spick and span**—neat and smart A restaurant that presents spick and span looks will naturally attract more customers
- (To) **split hairs**—to make fine distinctions Splitting hairs will not lead us anywhere. We should try to agree on the main points.
- (To) **spread like wild fire**—to spread rapidly The news of Mr. Nehru's death spread like wild fire in the whole country

- (A) **square deal**—*honest and straightforward deal* He is a very honest man and therefore you may always expect from him a square deal
- (A) **square peg in a round hole**—*one who does not fit into a particular position* On account of large scale unemployment, Indians have often to accept jobs which do not suit them These people virtually become square pegs in round holes
- (To) **stand in good stead**—*to prove very useful in a difficulty* The umbrella you gave me stood me in good stead during the rains
- (To) **steal a march upon**—*to gain an advantage over an enemy or a competitor without his knowing it, to act before another is aware* A good general always tries to steal a march upon the enemy by occupying strategic places near the field of action
- (To) **stick to the point**—*not to digress* It is no use talking at random Let us stick to one point and discuss it thoroughly
- Storm in a tea cup**—*petty agitation, disturbance marked by much noise but of no importance* If you wait for a few days, you will find that the whole agitation against the new regulations has turned out to be a storm in a tea cup
- (To) **strain every nerve**—*to try very hard* I shall strain every nerve to enable you to get settled in life
- (To) **strike while the iron is hot**—*to act with energy and promptness* These days your boss is well disposed towards you, so ask him for a rise Strike while the iron is hot
- (The) **sum and substance**—*the essence, the meaning in a nut shell* Give me the sum and substance of his speech
- (A) **swan song**—*the last effort of a man who is much appreciated is called his swan song* 'The Tempest' is the swan song of Shakespeare
- (The) **sword of Damocles**—*a sword suspended by a single thread and likely to descend and kill the person sitting below it, a danger that constantly threatens a person* The fear of war is acting on human mind like the sword of Damocles
- (To) **take a cue**—*to get a hint* The servant took a cue and fled
- (To) **take advantage of**—*to gain through another person's ignorance or innocence* We should never take advantage of another person's goodness
- (To) **take exception to**—*to object to, to find fault with* I take exception to these remarks and insist that they are withdrawn
- (To) **take heart**—*to take courage* In spite of the heavy odds you are facing, you should take heart and put your best foot forward
- (To) **take hold of**—*to seize, to grasp* I took hold of the thief as he was trying to escape
- (To) **take in hand**—*to undertake* You should have taken in hand only as much work as you could easily manage
- (To) **take one by surprise**—*to come upon suddenly and unexpectedly* His nomination for the Prômanthi award took me by surprise

- (To) take one's fancy—to charm, to attract A beautiful landscape painted in oil colours took my fancy and I bought it for my brother
- (To) take pains—to make a considerable effort If you take pains with your work, you will soon become efficient
- (To) take place—to occur to happen The meeting will take place on Monday next
- (To) take orders—to become a priest, to enter the church He insisted on taking orders though his whole family was opposed to it
- (To) take stock of—to examine or assess A meeting of the staff will be held tomorrow at 3 P M to take stock of the situation in the college
- (To) take the bull by the horns—to attack an opponent in a bold and direct fashion He was in real difficulty but he took the bull by the horns
- (To) take to heart—to feel greived She took to heart her husband's death and pined away
- (To) take to one's heels—to run away As soon as the escaped convict saw a policeman he took to his heels
- (To) take to task—to rebuke, to punish I was severely taken to task for having played truant from the school
- (To be) taken aback—surprised I was quite taken aback when I heard that Asha had committed suicide
- (To) talk shop—to speak exclusively of one's own business or professional affairs I try to keep him at an arm's length for he bores me by talking shop
- Tall story—exaggerated story He tells tall stories of his family greatness though everyone knows that he belongs to a very poor family
- (A) thankless task—a task that is not appreciated by others He works day and night for his uncle little realising that his is a thankless task
- (The) thin edge of the wedge—the first small beginning which may lead to what is serious and important The reforms are only the thin edge of the wedge They will gradually lead to more revolutionary changes
- Through and through—entirely, completely She is through and through a bore
- Through thick and thin—under all circumstances I am proud at least of my friends who have stood by me through thick and thin
- (To) throw cold water on—to discourage, to dissuade I had many plans for the expansion of our industry but my father threw cold water on all of them
- (To) throw down the gauntlet—to throw a challenge He threw down the gauntlet which his opponent boldly took up
- (To) throw dust into the eyes of—to deceive You are grossly mistaken if you think that you can throw dust into the eyes of customs authorities

- (To) throw mud at—to criticise, to speak evil of By throwing mud at your enemies you will spoil your impress on as well
- (To) throw up the sponge—to admit one's defeat, to surrender After putting up a brave fight for at least two hours, he had to throw up the sponge
- (To) tide over—to overcome I have been able to tide over my difficulties
- To and fro—here and there I saw a young couple aimlessly wandering to and fro
- Tooth and nail—with great energy, violently, fiercely He said that he would fight the capitalists tooth and nail for the establishment of socialism
- Topsy turvy—upside down in a state of disorder The car turned topsy turvy and all the inmates were killed
- (A) turn coat—a person who first belongs to one party and then changes over to another for some gain I can vote for any candidate other than a turn coat
- (To) turn a deaf ear—to pay no heed My uncle turned a deaf ear to my tale of woe
- (To) turn over a new leaf—to make a departure to change one's way of life After resigning from the Congress Subhash Chandra Bose turned over a new leaf in his life
- (To) turn the scales—finally to decide some matter which was in doubt The evidence turned the scales in the prisoner's favour
- (To) turn the tables on—to reverse the position He was laughing at my ignorance when I turned the tables on him by showing him how ignorant he was
- (A) turning point—a point in place, time or development at which decisive changes occur The battle of Kalinga proved a turning point in Asoka's life
- (To be) under a cloud—regarded with disfavour or distrust with an injured reputation Shri Morarji Desai has been under a cloud ever since the split in the Congress
- Under the thumb of—under the control of The woman is no longer prepared to live under the thumb of her husband
- Under the very nose of—almost in the presence of The dacoits made away with the valuable ornaments under the very nose of the police
- Up to the mark—coming up to a certain standard, not below the average Your child is not up to the mark You must make him work hard at home
- Ups and downs—prosperity and adversity, vicissitudes He has seen many ups and downs in life but he has never been so dejected as he is today
- (To) wage a war—Pakistan waged a war on the unarmed people of Bangladesh
- (To) wash one's dirty linen in public—to speak in public of the unpleasant private affairs, to discuss unpleasant private matters

**Exercise 246.** Explain the following idioms and write sentences illustrating their use :

To be put out, a labour of love, with clean hands, to have one's finger, to bear a charmed life, to bell the cat, a large duck, to grease a person's palm

(C.A. Entrance Exam. May 1974)

**Exercise 247** Construct sentences to show that you understand the meaning of the following phrases :

To read between the lines, tooth and nail, snake in the grass, extend the hand of fellowship, a bird of passage, ride rough shod over, a bee in his bonnet, take the plunge, turn over a new leaf

**Exercise 248** Construct sentences to show that you understand the meaning of the following phrases :

To play to the gallery, to face the music, to see eye to eye with, to turn over a new leaf, a hard nut to crack, a round peg in a square hole, black and blue, on the spur of the moment, blue-stocking, to turn the tables on

**Exercise 249.** Construct sentences to show that you understand the meaning of the following phrases :

The ins and outs, bad blood, once for all, to break the ice, to fight shy of, at sea, in good time, to the teeth, to play second fiddle, in season and out of season.

**Exercise 250.** Construct sentences to show that you understand the meaning of the following phrases :

Pig headed, foot free, a rainy day, a queer fish, hush money, single blessedness, a curtain lecture, tooth and nail, to bury the hatchet.

**Exercise 251** Rewrite the following sentences explaining the italicised idioms or phrases :

- 1 He was feeling like a fish out of water at the party
- 2 Whenever we go together I have to foot the bill
- 3 I promise that you will not be punished if you make a clean breast of everything
- 4 When the visitor said he wanted to talk to Mr. Patel in private, Mrs. Patel took the cue and left the room
- 5 A penny saved is a penny earned, and besides you must save something for a rainy day
- 6 That man is dangerous. You had better keep an eye on him
- 7 Do not let little things worry you. Life will have its ups and downs
- 8 People seldom respect a man who is for ever blowing his own trumpet

**Exercise 252** Rewrite the following sentences explaining the italicised idioms or phrases :

- 1 Science has made great strides in the twentieth century
- 2 Owing to Israel's military strength the Arab countries are not yet out of the wood
- 3 I have an aptitude for painting but I work in a bank so I find myself a square peg in a round hole
- 4 You will not get such an opportunity again, strike while the iron is hot
- 5 Lal Bahadur Shastri was active till the last moment, he died in harness
- 6 Our players strained every nerve to win the match
- 7 In spite of rising prices many Indians live from hand to mouth.
- 8 My friend has been seriously ill, but has turned the corner now

# Spelling

## Section 1 Some aids to correct spelling

### 236 The use of double consonants

**Rule 1** Mono syllable words that end in a consonant preceded by a single vowel letter, double the consonant before an ending with a vowel letter

big—bigger	run—running	hid—hidden
bat—batting	mud—muddy	rob—robber

**Rule 2** Words of more than one syllable follow Rule 1 only if the word is accented on the last syllable

admit—admittance	begin—beginning
occur—occurred	regret—regrettable

but	
differ—difference	visit—visitor
enter—entering	murder—murderer

**Rule 3** If the word ends in two consonants or a consonant preceded by two vowel letters, the consonant does not double before any ending

sweet—sweeten	beat—beating
fast—fastest	read—reader

Exception wool—woollen

**Rule 4** Mono syllable words written with one vowel letter do not end with the single consonants *-f, -c, l, z* cliff, miss, sell buzz, well, fell, kiss stuff

Exceptions this, his, if, bus, us

**Rule 5** Mono syllable words with one vowel cannot end in *-c* alone but require *ck* lick, prick, sick, wreck, etc

Exceptions music, cupric, etc

Words of one syllable with two vowels cannot end in *-ck* but require *-k* alone weak, look, beak, look

**Rule 6** Mono syllable words with one vowel never end in a single *-l*, words of one syllable but two vowels never end in *ll*, fill, feel, avail pull, duel, till, until, tail, pill

### 237 The final 'y'

**Rule 1** The final *y* of a word changes to *i* before any ending except *-ing* if it is preceded by a consonant, it remains unchanged before any ending if it is preceded by a vowel

dry—dried	merry—merrily
jolly—jolliest	ally—alliance
joy—joyous	boy—boyish

Exceptions daily, gaily, paid, shyly, slyly, etc

**Rule 2.** When making plural or adding the ending of the third person singular of the Simple Present tense, the *y* preceded by a consonant changes to *i* and adds *-es* whereas the *y* preceded by a vowel remains unchanged and adds *-s*.

story—stories	storey—storeys
glory—glories	joy—joys
buy—buys	cry—cries
terrify—terrifies	display—displays

### 238 The Doubling of 'l'

**Rule** If a word ends in *l* preceded by only one vowel, the *l* is doubled before an ending beginning with a vowel

rebel—rebellious, jewel—jeweller.
quarrel—quarrelled, impel—impelled

### 239. Ie or ei

When the combination *ie* or *ei* is pronounced as *ee*, we put *i* before *e*, except after *c* when we use the combination *ei*

Believe, field, grief, siege, wild, relieve, but receive, ceiling, conceit, perceive, deceive, conceive

Exceptions. seize, neither, species, etc

**Note.** Where *ei* or *ie* is not pronounced as *ee*, this rule is not applicable eight, reign, weigh, etc

### 240 The following words are written as one word

Almost, anyone, anything, already, anyhow, around, afterwards, cannot, everybody, headmaster, everywhere, football, however, into, moreover, meanwhile, nothing, newspaper, nobody, nowadays, post-man, policeman, otherwise, somehow, sometimes, outside, something, thereupon, today, tomorrow, together, whenever, wherever, throughout, within, without, nonsense.

### 241. The following words are written separately

All right, at once, in spite of, do not, at least, all round, well done, per cent, young man, no one

## Section II. Some words commonly misspelt

### A

Abandon	albre late	abhor	abhorrent
absence	absolutely	absorb	absorption
abstain	abstention	abundance	academic
accede	acceleration	accent	accept
acceptance	access	accessible	accidentally
accommodate	accomplice	accordance	accumulate
accuse	accustomed	achieve	acknowledge
acquaint	acquaintance	acquiesce	acquire
acquisition	acquit	across	actually
access	adhere	adherent	adjourn
administrator	admission	adulterate	advantageous
adventurous	advisable	advertisement	aerial
aeroplane	aesthetic	affectation, ally,	affiliate
affirmation	affluence	affray	aggrieved
agony	agreeable	aid-de-camp	alcohol



## SPELLING

alien  
allusion  
amateur  
ambiguous  
ancestor  
antique  
appearance  
approximate  
ascetic  
attendance  
autumn  
awkward

alliance  
almighty  
ambassador  
amiable  
ancient  
anxiety  
appreciate  
architecture  
ascent  
audience  
average

alliteration  
already  
ambiguity  
ammunition  
angelic  
apology  
approach  
argument  
athlete  
auspicious  
available

allowance  
altogether  
ambitious  
analysis  
annually  
apparatus  
appropriate  
artificial  
athletics  
autobiography  
awful

Balloon  
barbarous  
beguile  
beneficent  
bewitch  
bosom  
buoyant

banana  
barrier  
behaviour  
bequeath  
bicycle  
bouquet  
bureaucracy

## B

bankruptcy  
beggar  
believe  
bereave  
biscuit  
breakfast  
business

banquet  
beginning  
beneficial  
besiege  
blasphemy  
bungalow  
butcher

Calendar  
career  
catalogue  
ceremony  
chronicle  
circumstances  
commission  
comparison  
conference  
conquer  
contemporary  
controversial  
creature

candour  
carriage  
cautious  
challenge  
characteristics  
clearance  
committee  
comprehension  
conscious  
conscience  
contemptible  
councillor  
curiosity

## C

canonize  
caricature  
cemetery  
character  
children  
coffee  
comparable  
condemn  
condolence  
conscientious  
correspondence  
courteous

capacious  
casualty  
centenary  
christmas  
cigarette  
colleague  
competition  
condescend  
confusion  
consecutive  
countenance  
co operation

Damm  
deceit  
deference  
deliberate  
dependence  
development  
dialogue  
dilemma  
discuss  
dysentery

dangerous  
deceive  
deficiency  
delicious  
descend  
diagnosis  
dictionary  
diminution  
disguise  
distinguished

## D

daunt  
decent  
degree  
delivera. ce  
descent  
desperate  
discern  
discipline  
dispensary

decease  
decision  
defiance  
delusion  
description  
determine  
difference  
disciplinarian  
drudgery

Earnest  
efficacious  
elementary  
embroidery

eccentricity  
efficient  
eligible  
endeavour

## L

eclipse  
eighty  
emancipation  
enfranchise

ecstasy  
elegance  
embarrassed  
engineer

jewellery  
jugglery

journey  
juice

judge  
jurisdiction  
K

judgment  
justice

Kitchen

knife

knot

knowledge

L

Laboratory  
landscape  
lawyer  
league  
library  
liquor  
loving  
luckily

labour  
language  
laid  
leopard  
licence  
literature  
lodging  
luxury

laborious  
lapse  
leather  
liaison  
lieutenant  
litigious  
lottery  
luxurious

labyrinth  
laughter  
leisure  
liberate  
liquid  
livelihood  
lovable  
lyre

M

Machinery  
maintain  
malign  
manoeuvre  
martyr  
maturity  
measure  
memories  
merriment  
military  
minute  
mis'chief  
mockery  
momentary  
monitor  
moustache  
murderer  
mystery

magician  
maintenance  
malignant  
manufacture  
marvellous  
mausoleum  
medicine  
mercenary  
message  
millionaire  
miracle  
miscellaneous  
moderate  
monarch  
monologue  
municipal  
museum  
mysterious

magistrate  
majority  
manageable  
married  
material  
maximum  
mediocre  
merchant  
messenger  
minimum  
miraculous  
miserable  
modern  
monastery  
mosquito  
muscle  
musician

magnificent  
malaria  
mangoes  
marriage  
Mathematics  
meagre  
medium  
merciful  
messrs  
minister  
miscellaneous  
missed  
moisture  
Mohammedan  
motto  
musician  
mutual

N

Narrative  
necessarily  
negotiate  
nervous  
ninety  
notable  
not rich  
nurtured

naturally  
necessity  
neighbour  
neuter  
nobility  
noticeable  
November  
nymph

naughty  
negligent  
neither  
nice  
noisy  
notorious  
nowadays

necessity  
negligible  
neighbour  
nineteen  
northern  
notoriety  
nuisance

O

Oasis  
obscene  
occasional  
occurrence  
odour  
offspring  
omission

obedience  
obscene  
occasionally  
ocean  
offence  
olympic  
opinion

oblique  
obscure  
October  
offer  
ominous  
opium

obliterate  
obvious  
occurred  
odious  
official  
omitted  
opponent

opportunity  
orchard  
orthodox

opposition  
ordinary  
outcaste

oppress  
original  
overwhelming

orator  
ornament  
owe

## P

Pageant  
parachute  
parallel  
particular  
pastime  
patience  
pavilion  
pedlar  
penitence  
performance  
permission  
perplexity  
persistent  
philosophy  
pigeon  
plague  
plough  
portrait  
potatoes  
precious  
preference  
preparation  
priest  
principle  
procedure  
profited  
propriety  
psychology

palace  
parade  
parcel  
partner  
pasture  
patient  
peaceful  
penalty  
perceive  
permanent  
perpetrate  
persuade  
persistence  
physician  
pilgrimage  
platform  
pneumonia  
possess  
practice  
precis  
preferable  
prescription  
primary  
privilege  
procession  
programme  
proprietary  
purchase

palatial  
panacea  
parliament  
passage  
pathos  
patriot  
peasant  
pension  
percentage  
permit  
perpetual  
persevere  
persuasion  
picnic  
pioneer  
pleasant  
poisonous  
possession  
practicable  
prefer  
prejudice  
pretension  
principal  
probability  
profession  
prohibit  
prosperous  
pursue

pamphlet  
panorama  
partial  
passionate  
pathetic  
patronage  
peculiar  
penetrate  
perceptible  
permissible  
perpetuate  
perseverance  
petition  
pierce  
piteous  
pleasure  
politician  
possibility  
precede  
preferred  
premium  
prevention  
prior  
proceed  
professor  
prophet  
provision  
pursuit

Quarrel  
quorum

quarrelled  
quote

## Q

querulous  
quinine

question

## R

Reality  
receipt  
recognise  
reference  
regret  
reign  
relieve  
remedy  
repeat  
resign  
resource  
retreat  
review  
rigorous  
rumour

realm  
reconciliation  
recommend  
referred  
regrettable  
rein  
relief  
remembrance  
repetition  
resemble  
responsible  
reveal  
reverence  
righteous  
rupee

recede  
recess  
recruit  
register  
regular  
relation  
religion  
remuniscence  
reprieve  
resemblance  
responsibility  
revelation  
rhythm  
riot

receive  
reckon  
referee  
registration  
rehearsal  
reliable  
religious  
remuneration  
rescue  
resistance  
restaurant  
reversible  
ridiculous  
rivalry

Sacred  
satellite  
savage  
scenery  
science  
seize  
serviceable  
shield  
siege  
sincerely  
skilful  
specimen  
squirrel  
succeed  
suitable  
superstitious  
surgeon  
sweetmeat  
symptom  
systematic

sacrifice  
satchel  
saviour  
scent  
scissors  
separate  
several  
shining  
sieve  
situation  
soldier  
spectacle  
statue  
sufficiently  
superficial  
superior  
susceptible  
swimmer  
synonym

Tailor  
telephone  
terrible  
threaten  
tolerance  
tranquillity  
treasurer  
truly  
twelve

tapestry  
temperament  
theatre  
tiresome  
tongue  
transcend  
trespass  
tuberculosis  
twelfth

Umbrella  
unique  
usually

unanimous  
university  
utterance

Vacation  
valuable  
variety  
veneerable  
ventilator  
vicious  
violate  
vogue

vacuum  
vapour  
various  
venereal  
verandah  
victorious  
violin  
voyage

Warfare  
weather  
weird  
weirden

warrant  
wedding  
whistle  
wilful  
wrestle

# S

safety  
satisfactory  
scarcely  
scheme  
secretary  
sergeant  
severe  
shrewd  
signature  
skeleton  
solemn  
spiritual  
straight  
suggestion  
superintendent  
supervision  
suspicion  
sympathise  
synopsis

sailor  
Saturday  
scatter  
scholar  
security  
serious  
shepherd  
shyly  
simultaneous  
skill  
sovereign  
splendour  
subdue  
suicide  
superstition  
surely  
suspicious  
sympathetic  
system

# T

technical  
temporary  
thief  
tobacco  
tournament  
transferred  
triumph  
Tuesday  
typical

technique  
tenant  
thoroughly  
together  
tragedy  
traveller  
trivial  
tuit on  
tyranny

# U

underneath  
until

unintelligible  
upbraid

# V

vague  
variable  
vegetarian  
vengeance  
veteran  
villain  
visionary  
voluntary

valley  
variegated  
vehicle  
vermilion  
victory  
violent  
vocabulary  
volunteer

# W

weapon  
weight  
wholesome  
willing  
winning

wary  
welcome  
wilderness  
writing

## Y

Yacht

yearn

yeoman

yield

## Z

Zealous

Zoology

Exercise 253. Tick off the correct spellings.

- |                  |               |               |
|------------------|---------------|---------------|
| 1. impech        | impesch       |               |
| 2. occurence     | occurance     | occurrence    |
| 3. embarrassment | embarrassment | embarrassment |
| 4. business      | bussiness     |               |
| 5. tobacconist   | tobacconist   | tobacniss     |
| 6. ignorence     | ignorance     |               |
| 7. finger        | finure        |               |
| 8. separte       | seperate      | seprate       |
| 9. tolerent      | tolerant      | tolrent       |
| 10. sufficient   | suficient     |               |

Exercise 254. Tick off the correct spellings.

- |                 |               |            |
|-----------------|---------------|------------|
| 1. professional | proffessional |            |
| 2. equipment    | equippment    |            |
| 3. mistic       | mystic        |            |
| 4. explanation  | explanation   |            |
| 5. quarrelled   | quarrelled    | quarreled  |
| 6. challenge    | chalange      |            |
| 7. procede      | proceed       |            |
| 8. benifit      | benefit       |            |
| 9. neither      | niether       |            |
| 10. accomodate  | accomodate    | acommodate |

Exercise 255. Tick off the correct spellings.

- |                |             |             |
|----------------|-------------|-------------|
| 1. suspicious  | suspicious  | suspitious  |
| 2. exceptional | acceptional |             |
| 3. appology    | apology     | apology     |
| 4. conscence   | conscience  |             |
| 5. managable   | manageable  |             |
| 6. preference  | preference  | prefference |
| 7. interrupt   | interrupt   | intrupt     |
| 8. behavior    | behaviour   |             |
| 9. assistance  | asistance   |             |
| 10. begger     | bagger      | beggar      |

## Some Important Words

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### A

- Abduct** (to take away by force or fraud) The dacoits not only looted the house but abducted its owner also
- Abhorrence** (hatred, horror) I have a strong abhorrence of the betrayal of my country
- Abolish** (to stop, end) The credit for abolishing slavery in America goes to Abraham Lincoln.
- Acclaim** (shout of applause) Dr C V Raman's discoveries in Physics won great acclaim all over the world
- Accumulate** (to collect) If you allow water to accumulate at a place, it will breed mosquitoes
- Adequate** (sufficient) It is difficult to run any business without adequate financial backing
- Adjourn** (to postpone, to suspend proceedings and disperse for a specified period) The members got so agitated that the Chairman decided to adjourn the meeting for half an hour
- Adolescence** (the growing age) Parents should carefully handle their children in their adolescence years
- Adulterate** (to debase by mixing with something inferior or spurious) Adulterated food is very injurious to health
- Adversary** (opponent) He overcame all his adversaries by virtue of his tactfulness and perseverance.
- Aesthetic** (pertaining to beauty) Almost all the romantic poets had a keen aesthetic sensibility
- Affinity** (relation, contact, attraction) I feel great affinity for people with spiritual leanings
- Affliction** (misery, suffering) The epidemic caused great affliction among the people
- Aggravate** (to make worse) People were already feeling miserable because of soaring prices Their condition was aggravated by a severe drought
- Aggression** (attack) Chinese aggression on India in 1962 caused a great setback to our economic development
- Alleviate** (to lessen, to mitigate) Mother Teresa is doing commendable work to alleviate the misery of the poor people in our country.
- Alliance** (union, the state of being allied by a treaty) The alliance between the two political parties proved to be shortlived
- Amateur** (one who is fond of something as a hobby and not as a profession) Till a few years ago, only amateurs were allowed to participate in the Wimbledon Tennis Tournament

- Ambiguous** (of doubtful nature, undetermined) Our composition should be totally free from ambiguous words
- Ameliorate** (to make better, to improve) Gandhiji did a lot to ameliorate the lot of the Harijans
- Amenities** (comforts) The usual amenities of life haven't yet been provided in this colony
- Anarchy** (complete absence of law or government) It is difficult to choose between anarchy and an oppressive government that denies even the fundamental rights to the masses.
- Ancestral** (belonging to, inherited from ancestors) I am not prepared to sell my ancestral property at any cost
- Anguish** (severe suffering, especially of mind) She was in anguish until she was assured that her son's life had been saved.
- Animosity** (strong dislike, active enmity) They love each other but find it difficult to get married on account of the animosity between their families
- Annihilation** (complete destruction) If various countries persist in the use of nuclear weapons, it might lead to the annihilation of the world
- Antagonism** (active opposition) The antagonism between the rival trade unions has greatly benefited the management
- Applause** (praise) We should sincerely do our duty, unmindful of whether we get applause or censure
- Apprehend** (fear, arrest) Do you apprehend any difficulty? After a hot chase, the police was able to apprehend the thief
- Appropriate** (suited to, in keeping with) If you want to make your writing impressive, you must write in a style appropriate to your subject
- Aptitude** (natural taste, ability) Do not pursue the study of a subject at a higher level if you have no aptitude for it
- Aspiration** (desire) His aspiration to be an actor drove him to Bombay and knock about the various film studios
- Assert** (to make a claim) In spite of his strong evidence against him, he asserted that he was innocent
- Assimilate** (to absorb) It is useless to keep on reading books unless we assimilate the ideas expressed in them
- Audacity** (boldness, impudence) I wonder how he had the audacity to level such false charges against his own brothers.
- Auspicious** (fortunate, having good omen of success) I invited all my friends on the auspicious occasion of my sister's wedding
- Austerity** (extreme simplicity) If we look at the lives of the saints, we find that most of them believed in austerity

## B

- Befitting** (right and proper) Everybody was amazed at the befitting reply given by the child

**Beneficial** (having good effect, helpful) Fresh air and good food will be beneficial to your health

**Benevolence** (wish to do good) His benevolence enabled many poor youngmen to settle down in their life and earn a decent living

**Bewilderment** (state of being puzzled, confused) When I asked him some tricky questions, he looked at me in open mouthed bewilderment

# C

**Calamity** (great and serious misfortune or disaster) Great natural calamities like floods, droughts and earthquakes often upset the economic plans of a country

**Candid** (frank, straightforward) I will be quite candid with you, I think you acted most indiscreetly

**Centenary** (100th anniversary) We celebrated Gandhi centenary with great enthusiasm but hardly bothered about the Gandhian principles

**Charisma** (spiritual grace, capacity to inspire devotion and enthusiasm) Gandhiji retained his charisma till the end of his life

**Coalition** (union of political parties for a special purpose) The coalition government in the state did not last very long

**Coercion** (force, compulsion) You cannot win permanent support of the people by using coercion.

**Collapse** (to fall down, to break to pieces suddenly) Our plans will collapse unless we get more help

**Commemorate** (to keep the memory) A monument was built to commemorate the victory of the king

**Commendable** (worthy of praise) Gandhiji made commendable efforts to improve the lot of the Harijans

**Compassion** (feeling for the sufferings of others) My heart was filled with compassion to see the wretched condition of the flood victims

**Compatible** (suited to, in accord with) We should drive a car at a speed compatible with safety

**Compensation** (sustainable payment to make up some loss or injury). He was given five thousand rupees in compensation for the loss of his right hand while working in the factory

**Competent** (having ability, power, authority) I am in search of a sincere and competent teacher to take charge of the education of my children.

**Conducive** (helping to produce) Good health is conducive to happiness

**Conflict** (opposition, disagreement, struggle) There was a long-drawn out conflict between the workers and the employers

**Congenial** (having similar nature or common interests, in agreement with one's tastes) If the workers are provided with a congenial atmosphere in the factory, it will improve their efficiency.



**Conscientious** (guided by one's sense of duty). A conscientious employee is an asset to his organization.

**Conspicuous** (easily seen, attracting attention) Traffic signs should always be conspicuous.

**Conspire** (to make secret plans). His enemies conspired to bring about his ruin.

**Contagious** (spreading by contact) Scarlet fever is a contagious disease.

**Contemporary** (belonging to the same time) Mr. Nehru and Sardar Patel were contemporaries.

**Contemptuous** (showing hatred) No political leader can afford to be contemptuous of public opinion.

**Contradiction** (disagreement) The statement you are making now is in contradiction with what you said yesterday.

**Conviction** (the act of convincing, firm or assured belief) You should be bold enough to act up to our convictions.

**Corroborate** (to support) He couldn't produce any evidence to corroborate his statement.

**Countenance** (face, support) His countenance suggested that he was experiencing strong mental conflict. We can never give countenance to aggression on any country.

**Counteract** (to act against) This homeopathic medicine will counteract the ill effects of smoking.

**Creditable** (that brings credit) Although it was her first appearance on the stage, she gave a creditable performance.

**Crisis** (time of difficulty, danger or anxiety). At present the country is faced with a crisis of character.

**Critical** (at a crisis) With no political party getting adequate public support, the political situation of the country became very critical.

**Crucial** (decisive, critical) All his friends deserted him at the crucial moment.

## D

**Defection** (falling away from loyalty to a political party) The political situation of the country cannot become stable unless defections are totally banned.

**Defer** (to postpone) The meeting has been deferred by a week.

**Deficiency** (the state of being short of) Diseases are usually caused by Vitamin deficiencies.

**Deficit** (amount by which something is short) We had to meet the deficit by borrowing some money from our friends.

**Defy** (to resist openly) If you defy the law you may find yourself in jail.

**Deliberately**, (intentionally) He deliberately made a few nasty remarks to provoke his enemy.

- Desperate** (filled with despair and ready to do anything) The prisoners became desperate when all their attempts to escape failed
- Destitute** (without food, clothes and other things necessary for life) When the country was partitioned in 1947, a large number of people were rendered destitute
- Deteriorate** (to become worse) Leather quickly deteriorates in a hot damp climate.
- Diagnosis** (determining the nature of some disease) A medicine can prove effective only if the diagnosis is correct
- Dilemma** (situation in which one has to choose between two things, both unfavourable) I have to choose between resigning the job and reconciling myself to humiliating treatment, I am in a dilemma
- Disaster** (great or sudden misfortune) Heavy floods in all the northern rivers proved to be a great disaster for the country
- Discretion** (prudence wisdom) You must show more discretion in choosing your friends
- Discriminate** (to make difference between) We can be benefited from our reading only if we can discriminate between good and bad books
- Disparity** (inequality, difference) There is a great disparity in the newspaper accounts of this accident.
- Disperse** (scatter) The crowd dispersed when the police arrived
- Dispute** (debate, argument) This is beyond dispute the best book on the subject
- Disruption** (splitting, breaking up) Some mischievous students caused disruption in the teaching work
- Diversity** (variety) India is a land of great diversities
- Dominate** (to have contro authority or influence) A great man can dominate others by force of character
- Dynamic** (having energy, force of character) The principal of our college has a dynamic personality

**R**

- Eccentricity** (strange or unusual habit) One of his eccentricities is talking to his visitors only about his personal ailments
- Economical** (not wasteful) It is more important to be economical of time and energy than of money
- Effective** (having an effect) No Indian government has been able to take effective measures to solve the problem of unemployment.
- Elaborate** (to work out in great detail) Please elaborate your plans of increasing efficiency in the office
- Elicit** (to draw out) The police used third degree methods to elicit information from the culprit.
- Eloquence** (fluent speaking) Eloquence is a great virtue in a political leader

- Elucidate** (to explain, to throw light on) The teacher wasn't able to elucidate the problem
- Elude** (to escape capture) Netaji eluded the authorities and escaped to Kabul
- Emancipate** (to set free) It is only in the cities that we can come across emancipated women
- Embarrass** (to cause mental discomfort) His vulgar conduct in the presence of the guests greatly embarrassed his parents
- Emerge** (to come out) The moon emerged from behind the clouds
- Emphasis** (stress, force) The speaker laid great emphasis on the importance of sports as a part of education
- Emulate** (to try to do as well as or better than) We should try to emulate those patriots who made great sacrifices for the sake of their country
- Enormous** (very great, immense) In recent years there have been enormous changes in the field of education in our country.
- Equanimity** (calmness of mind or temper) We ought to bear our misfortunes with equanimity
- Eternal** (lasting for ever) Would that spring were eternal !
- Eventful** (full of important events) 1979 was an eventful year in the history of India
- Exaggerate** (to stretch beyond the truth) If you always exaggerate, people will no longer believe you
- Exception** (exclusion of) I have enjoyed all his novels with the exception of the first one
- Exemplary** (serving as an example or a warning) Hoarders and smugglers should be given exemplary punishment
- Exempt** (free from) Poor students ought to be exempted from college fees
- Expedite** (to help the progress of) If you want to expedite matters, you will have to approach someone resourceful
- Explosion** (sudden and violent bursting) The explosion was heard even a kilometer away.
- Extempore** (without previous preparation) Although he spoke extempore, he spoke well
- Extension** (addition or continuance) Teachers can seek extension of service after their retirement
- Extinction** (not being in existence) Some species of wild animals are threatened by extinction
- Extravagance** (the habit of being wasteful) His extravagance explains why he is always in debt.
- F**
- Fanatic** (person filled with excessive enthusiasm) Fanatics are always at the root of communal discord

- Fascinating** (attractive) *Children often have a fascinating smile*
- Fatal** (ending in death) *The cyclist was knocked down by a car and received fatal injuries*
- Fictitious** (not real) *In university examinations scripts are sent to the examiners with fictitious roll numbers*
- Fluctuate** (to move up and down) *For the last one week the patient has been fluctuating between hope and despair*
- Forfeit** (to suffer the loss of) *He forfeited the good opinion of his friends because of his indiscreet behaviour*
- Fragile** (easily broken, destroyed or injured) *He couldn't work continuously for long hours because of his fragile health*
- Frustrate** (to prevent from being carried out) *Shortage of funds frustrated all his plans*

## G

- Genius** (having great and exceptional capacity of the mind or imagination) *Einstein was a mathematical genius*
- Genuine** (true, real) *If the workers' complaints are genuine, the management will definitely try to remove them*
- Global** (worldwide) *Soaring prices is a global phenomenon. It is not confined only to our country*

## H

- Handicap** (disadvantage) *Poor eyesight is a big handicap to a student*
- Heritage** (which has been or may be inherited) *We ought to take pride in our heritage instead of despising it*
- Hesitation** (unwillingness) *I have no hesitation in saying that much of our education system is just wastage of money*
- Hideous** (very ugly, filling the mind with horror) *Passing on important defence secrets to the enemy is a hideous crime*
- Hindrance** (obstruction) *In the pursuit of my career, my parents have been more of a hindrance than a help*
- Hospitality** (friendly and generous reception of guests) *Indians are famous for their hospitality.*
- Hostility** (enmity) *There exists a state of hostility between the two countries*
- Hypocrisy** (falsely making oneself appear to be virtuous or good). *Hypocrisy is one of the most depreciable human qualities*

## I

- Illicit** (unlawful) *The police arrested him for illicit melting of coins*
- Illusion** (deception) *A number of Indian saints believed that this world is only an illusion.*
- Illustrious** (greatly distinguished, celebrated) *Dr SS Bhatnagar had an illustrious career as a scientist.*

- Imbue** (to, to pour) Politicians are imbued with a sense of their own importance.
- Immune** (free, secure) Vaccination makes a person immune from such pox.
- Impartial** (fair, not favouring one more than another). A fair sense of patriotism should not prevent imports from being impartial.
- Impertinent** (not showing proper respect). The master was so annoyed by the impertinent remarks of the servant that he immediately dismissed him.
- Implement** (to carry into effect) Gandhiji's suggestion that the Congress should be dissolved after the country had gained independence should have been implemented.
- Implore** (request earnestly) The wounded bird looked at the hunter with imploring eyes.
- Incredulous** (unbelieving) It is very difficult to convince an incredulous person.
- Indignation** (anger caused by injustice) When none of the workers' demand was met, they felt great indignation against their employers.
- Inevitable** (that is sure to happen). Death being inevitable, we should make the best of whatever little life we are given.
- Ingenuous** (shrewd, clever) His ingenious planning proved to be very useful for the party.
- Initiative** (capacity to see what would be done and enterprise to do it) Good firms are always on the look-out for enterprising people capable of taking initiative.
- Instantaneous** (in an instant). The accident was so serious that at least a dozen people met with instantaneous death.
- Irrational** (not endowed with reason). We shouldn't behave like an irrational animal.

## J

- Judicious** (wise). We should be judicious in choosing our friends.

## L

- Laudable** (deserving praise) The work done by some social organisations in the areas hit by the cyclone is very laudable.
- Liberal** (generous). He is very liberal of promises but hardly fulfils any.
- Lucrative** (bringing in money). You are fortunate in holding a job which is fairly lucrative without being strenuous.
- Lure** (something that attracts or invites) The English find it very difficult to resist the lure of the sea.

## M

- Malicious** (having ill will) Malicious gossip hurts more than physical injury.

- Manual** (done with hands) Youngmen should never fight shy of manual work
- Materialise** (to become a fact) Our plans did not materialise for want of adequate support
- Mechanical** (connected with, produced by, machines) Mechanical goods do not offer the same variety as hand made goods but are more durable
- Mercenary** (inspired by love of money) Politicians often act from mercenary motives
- Momentary** (lasting only a moment) We should not waste precious years of our life seeking momentary pleasures
- Momentous** (important) Momentous changes have taken place in his life since his marriage
- Momentum** (quantity of motion of a moving body) Falling objects gain momentum as they approach the earth
- Monotonous** (uninteresting without variety) He had some important points to discuss but he could not inspire his audience because of his monotonous voice
- Mutual** (shared equally) We discussed some matters of mutual interest

## N

- Neutral** (helping neither side) If a world war breaks out now, it will be difficult for any country to remain neutral
- Nuclear** (of a nucleus) There can be no peace in the world unless nuclear weapons are banned
- Nuisance** (some thing or person that causes trouble) What a nuisance that child is !

## O

- Objective** (purpose) The main objective of education is the intellectual development of the child
- Oblivious** (unaware) He kept on working oblivious of what was going on around him
- Obscure** (not clearly seen or understood) The teacher explained the poem as well as he could, but the meaning continued to be obscure to me
- Obsolete** (no longer in use) 'Thee', 'thou', 'thine' are now obsolete
- Obstinate** (not easily giving way to persuasion) Obstinate children often make their parents' position very embarrassing
- Obvious** (clear, plain) It is obvious that the Indian masses do not have abiding loyalties for any political party
- Orthodox** (having old fashioned beliefs) Orthodox people are an impediment in the way of the country's progress
- Outcome** (effect of an event) Nobody could predict the outcome of the mid term poll.

## P

**Paradox** (statement that seems to say something opposite to the truth but is nevertheless true) It is a paradox that India is a rich country inhabited by the poor

**Parasite** (someone living on another but giving back nothing in return) Beggars are nothing but parasites, they should not be encouraged

**Pathetic** (pitiful) Everybody was moved to hear her pathetic story

**Paucity** (smallness of number or quantity) We had to suspend our plans for paucity of funds

**Perilous** (dangerous) Columbus sailed on perilous seas with courage and determination.

**Persecute** (to oppress) As soon as Hitler came into power, he started persecuting the Jews

**Potential** (possibility, what somebody is capable of) He has not realised his full potential yet

**Predecessor** (somebody to which another has succeeded) The new Principal is living up to the traditions set by his predecessors

**Prejudice** (irrational opinion in favour of or against somebody) India cannot become a truly democratic country unless we get rid of caste and race prejudices

**Prestige** (reputation, honour) We should not give up our principles for a false show of prestige

**Privilege** (special rights) In democracy, nobody enjoys any privileges, everybody has equal rights

**Prosecute** (to initiate legal proceedings against) Trespassers will be prosecuted.

**Pursuit** (act of pursuing) Students should sincerely devote themselves to the pursuit of knowledge

## R

**Reconcile** (to become, make friends) It is difficult to reconcile the claims of the body and the mind

**Relevant** (to the point) If you want to get good marks, you must write precise and relevant answers

**Reluctant** (unwilling). I found him reluctant to accept my proposals, so I decided not to force him

**Resentment** (bitterness, indignation) Although Gaudhari was ill-treated by the British Government, he felt no resentment against it.

**Resistance** (opposition, fight). Regular exercise enables our bodies to develop resistance against the attack of diseases

**Restrain** (to hold back) We should try to restrain our desires within proper limits.

**Retreat** (to withdraw) The forces of the enemy had to retreat on account of severe cold

**Revive** (to come or bring back to an earlier state) The play when revived after a gap of five years again proved to be very successful

**Ridiculous** (absurd) You look ridiculous in that old hat

## S

**Sabotage** (wilful damaging of machinery) Some miscreants tried to sabotage the government machinery

**Scepticism** (doubting state of mind) Twentieth century is an age of scepticism

**Scramble** (keen struggle for something) There is a scramble for power among all political parties

**Scrutiny** (examination) We could detect the error only after a close scrutiny of our account books

**Secular** (not based on religion) India is a secular state, here citizens are free to profess any religion

**Solemn** (awe-inspiring) It is a solemn occasion do not make a noise

**Solitary** (lonely) Once in a while we ought to retire to a solitary place and contemplate the reality of life

**Spontaneous** (natural) There was spontaneous applause for her excellent performance

**Substantial** (of sufficient importance or value) I am grateful to all my friends for the substantial financial help they have given me

**Substitute** (to replace a person or thing by or with another) A single machine can be substituted for a large number of people

**Superficial** (shallow) His knowledge of the subject is rather superficial

**Superfluous** (unnecessary) Your answers in the examination should contain no superfluous matter

**Surplus** (more than sufficient) The surplus produce was marketed at handsome prices

## T

**Termination** (end) He felt sad at the termination of his services.

**Transient** (shortlived) The pleasures of our life are transient

**Transition** (change) We are passing through an age of transition, so no moral values are stable at the moment

## U

**Universal** (belonging to all, affecting all) War causes universal misery

**Unique** (matchless) He displayed unique courage to fight against his numerous enemies

## V

**Venue** (place) New Delhi will be the next venue of our meeting

**Veteran** (experienced) Many veterans were defeated in the last elections



8 friend in need is friend indeed

9 The chairman adjourned the meeting for want of quorum

10 What misery and what wealth side by side ! Never have  
I seen so great contrast between people and govern-  
ing classes of country

Key 1 D 2 D 3 A B 4 D A, 5 C D, 6 D, C, C, A<sup>2</sup>  
7 D, 8 A D A, 9 D, 10 A D, A, C C, A

Exercise 3 Choose the correct alternative from those given below

- 1 A Man is social being  
B The man is social being  
C A man is a social being.  
D Man is a social being
- 2 A Oranges are sold by the dozen  
B The oranges are sold by the dozen  
C Oranges are sold by dozen  
D The oranges are sold by dozen
- 3 A The Ceylon is to the south of India  
B Ceylon is to the south of India  
C Ceylon is to south of India  
D The Ceylon is to south of Ind a
- 4 A Older the wine stronger it is  
B The older the wine stronger it is  
C The older a wine the stronger it is  
D The older the wine the stronger it is
- 5 A The day before yesterday he went to the Europe by air  
B The day before yesterday he went to Europe by air  
C Day before yesterday he went to Europe by air  
D The day before yesterday he went to Europe by the air
- 6 A The leader of the party walked out, and his followers followed suit  
B Leader of the party walked out and his followers followed suit.  
C Leader of the party walked out and his followers followed a suit  
D The leader of the party walked out and his followers followed a suit
- 7 A The whole system is corroded with the corruption from the top to the bottom  
B The whole system is corroded with corruption from top to bottom  
C Whole system is corroded with the corruption from the top to the bottom  
D Whole system is corroded with corruption from top to bottom

8. A. Great many students who are at home in other subjects fail because of their poor performance in the English.  
 B. A great many students who are at home in other subjects fail because of their poor performance in the English.  
 C. The great many students who are at home in other subjects fail because of their poor performance in the English.  
 D. A great many students who are at home in other subjects fail because of their poor performance in English.
9. A. The desire for wealth often tempts man to do evil.  
 B. The desire for wealth often tempts man to do an evil.  
 C. The desire for wealth often tempts a man to do evil.  
 D. The desire for the wealth often tempts a man to do an evil.
10. A. He displayed wisdom and patience that would have done credit to Solomon.  
 B. He displayed wisdom and patience that would have done a credit to a Solomon.  
 C. He displayed wisdom and patience that would have done a credit to Solomon.  
 D. He displayed the wisdom and patience that would have done credit to a Solomon.

Key. 1 D, 2 A, 3 B, 4 D, 5 B,  
 6 A, 7 B, 8 D, 9 C; 10 A.

**Exercise 4.** Study the following pairs of sentences and write 'R' against the correct one :

1. A. What kind of a programme is this ?  
 B. What kind of programme is this ?
2. A. We were first to reach there.  
 B. We were the first to reach there.
3. A. You must be careful in future.  
 B. You must be careful in the future.
4. A. I have more than a thousand rupees.  
 B. I have more than thousand rupees.
5. A. He could not get work in spite of his best efforts.  
 B. He could not get a work in spite of his best efforts.
6. A. I invited him to dinner.  
 B. I invited him to the dinner.
7. A. They made him a king.  
 B. They made him king.
8. A. He went to hospital to meet an ailing friend.  
 B. He went to the hospital to meet an ailing friend.
9. A. The man is mortal.  
 B. Man is mortal.
10. A. English are a disciplined nation.  
 B. The English are a disciplined nation.

Key 1. B; 2 B; 3 A, 4. A; 5 A,  
 6. A; 7. B; 8 B, 9 B; 10 B



2. She \_\_\_\_\_ of marrying Sunil when she discovered he was already married.  
 A. had thought                      B. was thinking  
 C. was being thought              D. thought
3. I don't like milk, so I \_\_\_\_\_ tea for breakfast.  
 A. generally drink                  B. am generally drinking  
 C. was generally drinking          D. had generally drunk
4. Where \_\_\_\_\_ next Sunday? Perhaps I may be visiting you.  
 A. do you spend                      B. did you spend  
 C. will you have spent              D. you spend
5. If I \_\_\_\_\_ you, I would not lose temper.  
 A. was                                  B. were  
 C. had been                          D. would be
6. She would not have borrowed the diamond necklace if she ..... wiser.  
 A. was                                  B. were  
 C. had been                          D. would have been
7. We asked the guests what places they ..... the next day.  
 A. would visit                      B. were visiting  
 C. will visit                          D. had visited
8. If you went away now, we ..... you.  
 A. missed                              B. will miss  
 C. would miss                      D. would have missed
9. I don't think I ..... him yet.  
 A. have been meeting              B. met  
 C. have met
10. I shall certainly work all next week except when it .....  
 A. is raining.                          B. would rain.  
 C. will be raining.                  D. will rain.
- Key** 1. D;      2. B;      3. A;      4. A;      5. B;  
 6. C;      7. A;      8. C;      9. C;      10. A.

**Exercise 7.** Choose the correct alternative from those given below :

1. I \_\_\_\_\_ Meenu since Monday.  
 A. have not seen                      B. did not see  
 C. was not seeing
2. We ..... for a picnic last week.  
 A. went                                  B. have gone  
 C. had gone                          D. will go

- 3 When he last wrote to me, he      in Kanpur  
 A had lived      B lived  
 C was living      D has been living
- 4 I wondered why I      of it before  
 A did not think      B have not thought  
 C had not thought      D would not think
- 5 She      a bath when the telephone bell rang  
 A took      B had taken  
 C had been taking      D was taking
- 6 I      if I were you  
 A shall apologise      B apologise  
 C should apologise      D was apologising
- 7 The contractor insisted that he      the work before the end of March  
 A will complete      B would complete  
 C was completing      D will be completing
- 8 We      to go to a movie next week but we find we can't go ~~now~~  
 we have already spent all the money we had  
 A plan      B will plan  
 C are planning      D were planning
- 9 It      if the temperature had fallen any more  
 A would snow      B would have been snowed  
 C would have snowed      D would have been snowing
- 10 I can never forget what I  
 A. just read      B have just read  
 C will read      D will just read

Key 1 A 2 A 3 C 4 C 5 D  
 6 C 7 B 8 D 9 C, 10 B

**Exercise B.** Choose the correct alternative from those given below

- 1 He      in this college for two years  
 A read      B reads      C is reading
- 2 They      the office at 5 o'clock last evening  
 A had left      B had been leaving  
 C left      D leave
- 3 He      movies regularly but now he prefers dramas  
 A was used to watch      B used to watch  
 C uses to watch      D watches

- 4 His father for ten years now  
 A is dead B has been dead  
 C was dead D has died
- 5 I wish I how to play violin  
 A know B knew  
 C would know D will know
- 6 It has been raining for the past five days I wish it  
 A stopped to rain B stopped raining  
 C would stop raining D were to stop raining
- 7 I cannot remember where my coat  
 A I would have left B did I leave  
 C I left D was I made to leave
- 8 I trouble with my bicycle these days  
 A have been experiencing B experience  
 C had been experienced D experienced
- 9 When the clock struck six I for over an hour  
 A have waited B had to wait  
 C shall have waited D had been waiting
- 10 He will win the race if he running regularly  
 A practises B would practise  
 C will practise D will be practised

Key 1 A 2 C 3 B 4 B, 5 B,  
 6 B 7 C 8 A, 9 D, 10 A

**Exercise 9** Choose the correct alternative from those given below

- 1 I lies if I ever said that I liked you  
 A was telling B have been telling  
 C would have been telling D would have told
- 2 He her for a long time before he finally marries her  
 A is knowing B knows  
 C will know D will have known
- 3 He promised that he the goods yesterday but they have not arrived up till now  
 A will deliver B will have delivered  
 C would deliver D must have delivered
- 4 If more teams withdraw the tournament  
 A may have to be cancelled B will have been cancelled  
 C will have cancelled D would cancel
- 5 He was unable to help me because he to earn much money  
 A has been failed B had failed  
 C had been failed D was being failed

- 6 I hope it will not rain when the bride      the church  
 A will be leaving      B will have left  
 C has been to leave      D leaves
- 7 It is time we      something useful  
 A may do      B did  
 C should have done      D could have been done
- 8 I      the letter before he arrived  
 A have been written      B wrote  
 C have written      D had written
- 9 If you bought a car today it      you a lot of money  
 A cost      B will cost  
 C would cost      D would have cost
- 10 Come in now I am sorry      you waiting  
 A to keep      B for keep n  
 C kept      D to have kept

**Key**    1 A      2 D      3 C      4 A      5 B  
           6 D      7 B      8 D      9 C      10 D

### AUXILIARY VERBS

**Exercise 10** Choose the correct alternative from those given below

- 1 Might Sheela have come at 8 o'clock? Yes she  
 A may have      B might      C had      D might have
- 2 Work hard lest you      fail  
 A may      B may not      C should      D should not
- 3 You      this book issued tomorrow  
 A can to have      B can have  
 C are able to have      D able to have
- 4 We      a bath everyday  
 A ought take      B ought taking  
 C should to take      D should take
- 5 He is very weak he      to get through the examination  
 A can't able      B won't be able  
 C will able not      D won't able
- 6 You      to complete your homework before you go out  
 A must      B ought      C should      D must have
- 7 I got up early so that I      cover most of the distance before noon  
 A would      B could      C might      D ought to

- 8 so many books? How are you going to read them?  
 A Need you to buy B Need you buy  
 C Must you need buy D Need you have to buy
- 9 so kind as to close the window?  
 A Will you be B Would you be  
 C Would you have been D You may be
- 10 When I reached there, I realised that I  
 A needn't have gone B needn't to have gone  
 C must have not gone D mustn't to have gone
- Key** 1 B, 2 C, 3 B, 4 D, 5 B,  
 6 B, 7 C, 8 B, 9 B, 10 A

**Exercise 11** Choose the correct alternative from those given below

- 1 He mend his habits before it is too late  
 A need have to B must need  
 C must have to D must
- 2 my brother come, give him this message  
 A. Would B Ought C Should D Will
- 3 I have made up my mind that I resign this job  
 A ought B must to C must D must have to
- 4 He is only a child. How what to do?  
 A should he know B ought he know  
 C will he be knowing D could he to know
- 5 all this work tomorrow? I am feeling so tired  
 A Need I do B Must I to do  
 C Need I must do D Do I must do
- 6 out of here. It is getting suffocating  
 A Let get B Let's get  
 C Let's us get D Let's to get
- 7 My parents said that they a large amount of money for my education  
 A were to have saved B were to save  
 C were must to save D were have to save
- 8 They agreed that the election be held at an early date  
 A should B would C shall D will
- 9 It was desirable that there be unanimity over the decision  
 A would B should C will D might
- 10 He said he would be punctual. He be here any moment  
 A may B could C would D should

**Key** 1 D, 2 C, 3 C, 4 A, 5 A,  
 6 B, 7 B, 8 A, 9 B, 10 D



2. They are now printing a new edition of that book  
This, in passive voice, is  
A A new edition of that book now is being printed  
B A new edition of that book is now printed  
C A new edition of that book is now being printed  
D A new edition of that book has now been printed
3. They will have painted the doors and windows by the afternoon  
This in passive voice is  
A The doors and windows will have been painted by the afternoon  
B The doors and windows will be painted by the afternoon  
C The doors and windows have painted by the afternoon  
D None of the above
4. Foreign powers invaded India repeatedly in the Middle ages  
This in passive voice is  
A India has been repeatedly invaded by foreign powers in the Middle ages  
B India been repeatedly invaded by foreign powers in the Middle ages  
C India was being repeatedly invaded by foreign powers in the Middle ages  
D India was repeatedly invaded by foreign powers in the Middle ages
5. A number of science textbooks are being translated into regional languages  
This, in active voice is  
A They are being translated a number of science textbooks into regional languages  
B They are translating a number of science textbooks into regional languages.  
C They translating a number of science textbooks into regional languages
6. How many friends helped you ?  
In passive voice, this is  
A You were helped by how many friends ?  
B Were you helped by how many friends ?  
C By how many friends were you helped ?  
D By how many friends you were helped ?
7. Many interesting stories are told about George Bernard Shaw  
This, in active voice, is  
A People are telling many interesting stories about George Bernard Shaw

- B People are being told many interesting stories about George Bernard Shaw
- C People tell many interesting stories about George Bernard Shaw
- D George Bernard Shaw tells many interesting stories to people
- 8 Keep the ball rolling.  
This, in passive voice, is  
A Keep the ball being rolled  
B Let the ball being kept rolling  
C The ball should be being kept rolled  
D Let the ball be kept rolling
- 9 He is said to have lived on liquid diet  
This in active voice, is  
A He is said to have been lived on liquid diet  
B He says to have lived on liquid diet  
C He says he has lived on liquid diet  
D People say he has lived on liquid diet
- 10 He said that accounts would be cleared when he came back  
This in active voice, is  
A He said that he would have cleared the accounts when he came back  
B He said that he would be clearing the accounts when he came back  
C He said that he would clear the accounts when he came back  
D None of the above
- Key** 1 D, 2 C, 3 A, 4 D, 5 B,  
6 C, 7 C, 8 D, 9 D, 10 C

## PREPOSITIONS

**Exercise 15** Choose the appropriate alternative to fill in the blanks

- 1 If we continue walking at this speed, we shall soon be able to reach the top  
A at B on C to D no preposition
- 2 They quarrelled the division of the property  
A about B on C upon D over
- 3 I complimented him his bright success in the examination  
A at B on C about D for
- 4 You ought to feel ashamed your disgraceful conduct  
A of B for C about D on

- 5 Try to avail yourself every opportunity that comes your way  
A on B with C of D about
- 6 The magistrate acquitted him the charge  
A of B off C from D out of
- 7 They discussed the matter for many hours without arriving at any conclusion  
A. on B about C over D no preposition
- 8 Parents are often blind the faults of their children  
A of B about C. to D for
- 9 If he wants to recover soon he must abstain hard drinks  
A by B of C from D off
- 10 We will have to atone our misdeeds  
A at B on C for D with
- Key** 1 D 2 D, 3 B, 4 A 5 C,  
6 A 7 D 8 C 9 C 10 C.

**Exercise 16** Choose the appropriate alternative to fill in the blanks

- 1 This long illness has reduced him a skeleton  
A to B by C upto D into
- 2 My father found it difficult to accede my request.  
A by B of C about D to
- 3 The report did not find favour the shareholders  
A of B with C by D to
- 4 A courageous man never despairs success.  
A about B of C over D from
- 5 There is no exception this rule  
A for B to C about D in
- 6 He is ignorant what he pretends to know  
A. of B about C to D from
- 7 The party comprises Ram Mohan Sita and myself  
A of B with C by D no preposition
- 8 He was vexed the behaviour of his son  
A at B with C. about D on
- 9 A large number of colleges are affiliated the Delhi University  
A with B by C. from D to

- 10 The man was an accomplice the thief  
A by B with C of D to

**Key** 1 A, 2 D, 3 B, 4 B, 5 B  
6 A, 7 D, 8 A, 9 D, 10 C.

**Exercise 17** Choose the appropriate alternative to fill in the blanks

- The police wrongly charged him murder  
A of B with C by D against
- You should adapt yourself your environment  
A with B to C of D about
- He felt dejected but the feeling passed in a minute  
A off B by C from D on
- My son has written to me that he will be coming home  
Dewali  
A on B at C for D in
- Fate smiled him in all his ventures  
A at B over C on D above
- I was obliged to dispense - the services of my secretary  
A up B with C from D through
- He was unreasonably incensed me  
A with B against C towards D at
- He revenged himself his enemy  
A from B with C by D on
- At present I am occupied writing a book on Economics  
A with B in C on D over
- It is not desirable to connive the faults of one's children  
A with B on C at D about

**Key** 1 B, 2 B, 3 A, 4 B, 5 C  
6 B, 7 D, 8 D, 9 A, 10 C.

**Exercise 18** Choose the appropriate alternative to fill in the blanks

- She loves life, but she is tired its difficulties  
A with B by C of D no preposition
- It is an abominable habit to boast one's intelligence  
A about B of C on D by
- This is contrary the rules of the bank  
A no preposition B for C against D to

- 4 There is great discontent      the lower classes  
A in      B by      C among      D into
- 5 Do not work      your capacity  
A out of      B beyond      C against      D over
- 6 He is averse      any form of physical exercise.  
A. to      B of      C with      D by
- 7 Wipe the dust      the table  
A of      B off      C. from      D out
- 8 Remind me      this note tomorrow in the afternoon  
A of      B about      C towards      D with
- 9 He jumped      my suggestion that he should set up a new factory  
A to      B on      C upon      D at
- 10 Consequent      his failure to give a satisfactory explanation, he was dismissed  
A to      B of      C on      D with
- Key** 1 C      2 B,      3 D,      4 C,      5 B;  
6 A      7 B      8 A      9 D,      10 C

**Exercise 19** Choose the appropriate alternative to fill in the blanks

- 1 The old lady nearly died      fright  
A of      B with      C. from      D out
- 2 Let us protest      the new tax  
A. over      B above      C. beyond      D against
- 3 Poets have compared this world      a stage  
A with      B to      C by      D on
- 4 Can you improve      these results?  
A no preposition      B from      C. with      D upon
- 5 I was horrified      the sight of so much poverty  
A about      B at      C. from      D with
- 6 I prevailed      him to contest the election  
A on      B off      C over      D of
- 7      my parents, my friends and relatives also attended the marriage  
A before      B beside      C besides      D beneath
- 8 The entire property was divided      the five sons  
A in      B between      C into      D among

9. If you were to choose , a glorious death and an ignoble life, what would you choose ?

A among B. from C. out of D between

10. He is negligent. . . attending his classes

A about B of C. for D in

Key. 1. C, 2 D, 3 B, 4. D, 5 B,  
6. A, 7. C, 8 D; 9 D, 10 B.

**Exercise 20** Choose the appropriate alternative to fill in the blanks :

1. He came and sat. ... his wife and son

A. beside B by C. besides D. between

2 Please open the book page 10.

A on B at C from D to

3 Are you conversant accounts ?

A with B to C from D by

4 If you persist , your views, you will turn everybody against you.

A in B on C. with D into

5 Everybody is complaining . corruption in public life

A about B. on C of D. against

6 I am sorry I have to go back . . my promise.

A. from B. by C. to D. on

7. Send the book . . . my address.

A. on B. to C. at D from

8. He is very popular . . . his employees.

A. in B. between C. among D. with

9. This girl is lost . . . all sense of shame.

A. to B. of C. beyond D. with

10. He was warned . . . the danger quite in time.

A. against B. about C. of D. by

Key. 1. D; 2. B; 3. A; 4. A; 5. C;  
6. D; 7. B; 8. D; 9. A; 10. C.

**Exercise 21.** Choose the appropriate alternative to fill in the blanks :

1. The animal resembled . . . a cat

A. with B. to C. by D. no preposition

- 2 No one has yet discovered a cure common cold  
A for B to C against D from
- 3 Have you thought the matter ?  
A into B about C over D on
- 4 He ordered dinner when we had finished the work  
A for B no preposition C about D to
- 5 He sat the table to write a letter  
A on B by C at D beside
- 6 It is very rude to point the people  
A at B to C out D out to
- 7 You should have been ashamed of marrying money  
A with B by C for D into
- 8 He was himself with anger when his friends teased him  
A beyond B out of C beside D besides
- 9 None other you know the truth  
A from B above C besides D than
- 10 The old man needs shelter money  
A above B besides C over D beyond
- Key** 1 D 2 A 3 C 4 B 5 C  
6 A 7 C 8 D 9 D 10 B

**Exercise 22** Choose the appropriate alternative to fill in the blanks

- 1 You ought to have been patient the child  
A to B on C about D with
- 2 His conduct does not accord his profession  
A to B with C by D against
- 3 He is courteous, polite, gentle but all he is very noble  
A besides B beyond C above D beside
- 4 He took exception the insolent behaviour of his servant.  
A to B at C by D on
- 5 Why do you want to dispose your furniture ?  
A no preposition B of C off D away
- 6 This does not conform the accepted rules  
A to B with C by D at
- 7 Why did you confide your secrets an utter stranger ?  
A in B to C with D by

- 8 If you do not live your means, you will soon come to grief  
 A in B within C under D by
- 9 His friends condoled with him his bereavement  
 A at B in C on D over
- 10 I disapprove your method of work and have therefore decided to dissociate myself from your project  
 A. no preposition B at C on D of

Key 1 D, 2 B, 3 C, 4 A, 5 B  
 6 A, 7 B, 8 B, 9 B, 10 D

**Exercise 23** Choose the appropriate alternative to fill in the blanks

- 1 I enquired him his health  
 A from about B of about  
 C from after D of after
- 2 I invited him dinner, but he did not comply my wishes  
 A at, with B to by  
 C to with D for to
- 3 His addiction gambling is going to be the cause his ruin  
 A to of B with for  
 C on for D with of
- 4 He not only intruded my house but my leisure also  
 A against into B into upon  
 C upon into D no preposition no preposition
- 5 Since you have not been true your word we shall not entrust you any more work  
 A upon to B of with  
 C to with D by of
- 6 A man of honour adheres his convictions even if others jeer him  
 A upon by B with on  
 C at, at D to at
- 7 I am convinced his guilt still I want to take a lenient view his case  
 A about at B of of  
 C at about D by of
- 8 Sorrow and disappointment prey the lazy man and rob him his happiness  
 A at, from B on from  
 C upon, of D at of
- 9 He is not accustomed the type of work he is engaged  
 A to, in B with in  
 C at with D by at



- 10 I cannot easily compete a man who is superior me in intelligence  
 A to, to B for than  
 C than to D with to

**Key** 1 D 2 C 3 A 4 B, 5 C  
 6 D, 7 B, 8 C 9 A, 10. D

**Exercise 24.** Choose the appropriate alternative to fill in the blanks.

- 1 I rejoice not only my own success but also yours  
 A. in, at B at, over  
 C on, in D with, at
2. I am reconciled my opponent but not my losses.  
 A to by B with to  
 C with for D to against
- 3 He jumped the conclusion that it was an attractive offer and he immediately jumped it  
 A at, over B to, at  
 C about, for D at for
- 4 I have invested him full authority to invest my money any business he likes  
 A with, in B by, for  
 C in on D with, on
- 5 He is impressed that idea and he wants to impress it me.  
 A by, to B from upon  
 C at to D with upon
- 6 He took advantage my ignorance but he gained no real advantage me  
 A. at, at B of over  
 C by, of D over, of
- 7 I have no use this book, What is the use my buying it ?  
 A of, of B for for  
 C. for, of D to of
- 8 Why do you stare her the face ? It is indecent to stare a girl in this manner  
 A at, at B to at  
 C on to D in at
- 9 I felt afflict d the news that he is afflicted high fever  
 A at, with B by, by  
 C from, to D with by

- 10 No real advantage is likely to result <sup>?</sup> this plan, I am rather afraid that it will result <sup>?</sup> misery to all concerned

A by to

B by at

C from in

D with on

**Key** 1 A, 2 B, 3 B 4 A, 5 D  
6 B 7 C 8 D 9 A 10 C

### TRANSFORMATION OF SENTENCES

**Exercise 25** Pick the correct choice from the ones given below

- It is too hot to go out  
A It is extremely hot for going out.  
B It is hot enough to go out  
C It is so hot that one cannot go out  
D It is such hot that one cannot go out
- Poor as he is, he is honest  
he is honest  
A If he is poor  
B Had he been poor  
C Should he be poor  
D Despite his poverty
- But for your own mistake you would not have suffered  
you would not have suffered  
A Had you not made a mistake  
B If you made a mistake  
C Supposing you had made a mistake  
D Unless you had made a mistake
- Mr Gupta is not so popular as some other employees  
Some employees are  
A more popular than Mr Gupta  
B as popular as Mr Gupta  
C less popular than Mr Gupta  
D at least as popular as Mr Gupta
- I can help him provided he promises to be good  
, I cannot help him  
A If he promises to be good  
B Unless he promises to be good  
C But he promises to be good  
D Though he may promise to be good
- Should you need money just write to me  
, just write to me  
A Unless you need money  
B Provided you need money  
C Admitting that you need money  
D In case you need money

- 7 As soon as he left the house he met with an accident  
No sooner
- A he left the house he met with an accident  
B did he leave the house he met with an accident  
C did he leave the house than he met with an accident  
D did he leave the house and then he met with an accident,
- 8 O that I were rich !
- A I wish I were rich  
B I hope that I will become rich  
C I thought that I can be rich  
D I believe that I can be rich
- 9 Besides being intelligent he is hard working  
He is intelligent
- A yet he is hard working  
B though he is hard working  
C in spite of working hard  
D still he is hard working
- 10 To escape punishment, he must apologize  
He must apologize,
- A so that he may be punished  
B or he will be punished  
C yet he will be punished  
D unless he will be punished

Key 1 C, 2 D 3 A 4 A, 5 B,  
6 D, 7 C 8 A, 9 D, 10 B

**Exercise 26** Pick the correct choice from the ones given below

- 1 None but a fool would say this
- A If he were a fool he would say this  
B A fool would say this  
C Only a fool would say this  
D Not even a fool would say this
- 2 He is as big a fool as a donkey
- A A donkey is not as foolish as he is  
B A donkey is not less foolish than he  
C He is not a bigger fool than a donkey  
D A donkey is not a bigger fool than he
- 3 Besides being cheap, these shoes are durable
- A These shoes are neither cheap nor durable  
B These shoes are either cheap or durable  
C These shoes are both cheap and durable  
D These shoes are more cheap than durable

- 4 He is too good not to please everybody  
A He is good enough to please everybody  
B He is exceedingly good to please everybody  
C He is good so he pleases everybody  
D He is so good that he pleases everybody
- 5 He is very wise, all the same he commits blunders  
A He is so wise that he does not commit blunders  
B He is wise enough not to commit blunders  
C He is very wise, still he commits blunders  
D He is too wise to commit blunders
- 6 He loves you more than me  
A I love you more than he loves you  
B He loves you more than he loves me  
C He does not love you more than he loves me  
D He loves both of us
- 7 But for their bravery they would have been defeated  
    , they would have been defeated  
A If they had not been brave  
B Had they been brave  
C Notwithstanding their bravery  
D They were brave all the same
- 8 This is one of the best novels I have ever read  
A This is better than any novel I have ever read  
B This is as good as any other novel I have ever read  
C Very few novels I have ever read are as good as this  
D No other novel I have ever read is as good as this
- 9 If I were to pay he would get nothing  
    he would get nothing  
A If I were supposed to pay  
B Would I were to pay  
C Had I been to pay  
D Since I were to pay
- 10 One more attempt and you will succeed  
A If you had made one more attempt you would have succeeded  
B You will succeed provided you make one more attempt  
C But for one more attempt you would have succeeded  
D Notwithstanding one more attempt you would succeed

**Key** 1 C, 2 D, 3 C, 4 D, 5 C,  
6 B, 7 A, 8 C, 9 A, 10 B

**Exercise 27** Pick the correct choice from the ones given below

- 1 Calcutta is more populous than most other cities of India
  - A Calcutta is the most populous city of India
  - B There is no other city in India as populous as Calcutta
  - C Some other cities of India are not more populous than Calcutta
  - D Calcutta is one of the most populous cities of India.
- 2 He saw the policeman and fled
  - A Seeing the policeman he fled
  - B Hardly had he seen the policeman he fled
  - C Having seen the policeman he fled
  - D He fled after he had seen the policeman
- 3 To his great disappointment he failed again  
He was greatly disappointed
  - A in failing again
  - B to fail again
  - C on failing again
  - D to be failed again
- 4 In spite of being very rich he is very humble  
He is very rich
  - A but he is very humble
  - B however he is very humble
  - C yet he is very humble
  - D notwithstanding he is very humble
- 5 I wish I were a bird  
— I were a bird
  - A Oh that
  - B Oh
  - C If that
  - D O that
- 6 Is not virtue its own reward ?
  - A Virtue is its own reward
  - B Virtue is not its own reward
  - C There is no reward for virtue
  - D Virtue gets a reward for itself
- 7 As soon as the bell rang the students rushed out of the class
  - A No sooner did the bell ring the students rushed out of the class
  - B Hardly had the bell rung when the students rushed out of the class
  - C The students rushed out of the class after the bell had rung
  - D The bell had not even rung when the students rushed out of the class
- 8 You are more intelligent than I am
  - A You are not less intelligent than I am
  - B I am not more intelligent than you are
  - C I am not so intelligent as you are
  - D You are the most intelligent person

9. ' Sincere as he was, he was not respected.  
       , he was not respected
- A. Even if he had been sincere  
 B. But for his sincerity  
 C. Since he was not sincere  
 D. In spite of his sincerity
10. One more word and you die
- A. Had you spoken one more word, you would have died.  
 B. If you were to speak one more word, you would have died  
 C. If you did not speak one more word, you would die  
 D. If you speak one more word, you will die

**Key** 1. D, 2. A, 3. C, 4. C, 5. D,  
 6. A, 7. B, 8. C, 9. D, 10. D.

### DIRECT AND INDIRECT SPEECH

**Exercise 28** *Of the choices given below pick the correct one :*

1. Your servant said, " I confess my fault and beg to be excused "
- A. Your servant said that you confess your fault and beg to be excused  
 B. Your servant said that you confess your fault and begged to be excused  
 C. Your servant said that he confesses his fault and begs to be excused  
 D. Your servant said that he confessed his fault and begged to be excused
2. The policeman on duty said to me, ' If you go straight for about a mile, you will reach the post office "
- A. The policeman on duty told me that if I go straight for about a mile, I will reach the post office  
 B. The policeman on duty told me that if you go straight for about a mile, you will reach the post office.  
 C. The policeman on duty told me that if I went straight for about a mile, I would reach the post office.  
 D. The policeman on duty told me that if I went straight for about a mile, I will reach the post office.
3. My friend said to me, 'Has your father returned from the office ?'
- A. My friend asked me that has your father returned from the office.  
 B. My friend asked me that if my father has returned from the office  
 C. My friend asked me if my father has returned from the office.

- D My friend asked me if my father had returned from the office
- 4 I said to my brother Why were you absent yesterday?
- A I asked my brother why he had been absent yesterday
- B I asked my brother why he had been absent the previous day
- C I asked my brother if why he had been absent the previous day
- D I asked my brother that why he had been absent the previous day
- 5 The master said to the servant I have told you before not to wake me when I am asleep
- A The master told the servant that he has told him before not to wake him when he is asleep
- B The master told the servant not to wake him when he was asleep
- C The master told the servant that he should not wake him when he was asleep
- D The master reminded the servant that he had told him before not to wake him when he was asleep
- 6 The Mistress said Fanny, did you mail the two letters I gave you yesterday?
- A The mistress enquired of Fanny if she mailed the two letters she had given her yesterday
- B The mistress enquired of Fanny if she had mailed the two letters she gave her the day before
- C The mistress enquired of Fanny whether she had mailed the two letters she had given her yesterday
- D The mistress asked Fanny if she had mailed the two letters she had given her the day before
- 7 What a hopeless fellow you are'' said the teacher to the student
- A The teacher told the student that you are a very hopeless fellow
- B The teacher told the student that he was a very hopeless fellow
- C The teacher said what a hopeless fellow the student was
- D The teacher exclaimed that the student was what a hopeless fellow
- 8 My friend said Hello! What are you doing here?
- A My friend said to me hello what I was doing there
- B My friend greeted me and asked me what I was doing there

- C. My friend said hello to me and asked me what was I doing there
- D. My friend wished me and wanted to know that what was I doing there
9. 'Have you finished your lesson Hari?' said Mr Sharma to his son
- A. Mr Sharma said to Hari if he had finished his lesson
- B. Mr Sharma said to his son Hari that have you finished your lesson
- C. Mr Sharma asked his son Hari whether he had finished his lesson
- D. Mr Sharma enquired of his son Hari that whether had he finished his lesson
10. Don't answer me back like that said Persome to Mary
- A. Persome asked Mary if she would not answer her back like that
- B. Persome ordered Mary don't answer her back like that
- C. Persome ordered Mary not to answer her back like that
- D. Persome said to Mary don't answer her back like that

**Key**    1. D      2. C      3. D      4. B      5. D  
           6. B      7. B      8. B      9. C      10. C

**Exercise 29** *Of the choices given below pick the correct one*

1. My brother said to me, 'Let us go out for a walk'
- A. My brother told me that let us go out for a walk
- B. My brother proposed that they should go out for a walk
- C. My brother proposed to me that we should go out for a walk
- D. My brother told me to go out for a walk
2. The teacher said to Ramesh 'Have you done your home work?'
- A. The teacher asked Ramesh that if he had done his home work
- B. The teacher asked Ramesh if he had done his home work
- C. The teacher asked Ramesh that have you done your home work
- D. The teacher enquired of Ramesh that whether he had done his home work
3. The crowd shouted 'Hurrah! our team has won the match'
- A. The crowd shouted at the team for having won the match
- B. The crowd exclaimed with joy that their team had won the match



- C The crowd applauded their team which had won the match  
D The crowd congratulated their team since it had won the match
- 4 The painter said, 'What a fine painting it is!'
- A The painter exclaimed that it was a very fine painting  
B The painter exclaimed what a fine painting it was  
C The painter exclaimed with joy how fine a painting it was  
D The painter exclaimed that what a fine painting it was
- 5 She said to me 'Take pity on me as I am a helpless woman.'
- A She requested me that to take pity on her as she is a helpless woman  
B She requested me that I should take pity on her as she is a helpless woman  
C She requested me to take pity on her as she was a helpless woman  
D She told me that I should take pity on her as she is a helpless woman
- 6 She said 'I missed the morning train yesterday.'
- A She said that she missed the morning train the previous day  
B She said that she had missed the morning train the previous day  
C She told that she had missed the morning train the previous day  
D She told that she missed the morning train yesterday
- 7 She said 'Gita's clothes caught fire while she was cooking.'
- A She said that Gita's clothes caught fire while she was cooking  
B She said that Gita's clothes had caught fire while she was cooking  
C She said that Gita's clothes had caught fire while she had been cooking  
D She told that Gita's clothes had caught fire while she was cooking
- 8 Mother said 'What have you got in your pocket, Mohan?'
- A Mother asked Mohan what he had got in his pocket  
B Mother asked Mohan what you have got in your pocket  
C Mother asked Mohan what had he got in his pocket  
D Mother asked Mohan that what he had got in his pocket
- 9 The teacher said, 'Surinder, how is it you are late for college today?'

- A. The teacher asked Surinder that how was it he was late for the college that day.
- B. The teacher asked Surinder that how is it he was late for the college today
- C. The teacher asked Surinder how was it he was late for the college that day.
- D. The teacher asked Surinder how it was he was late for the college that day.
10. The Princess said, "Let me try if I can also spin."
- A. The Princess said that let me try if she can also spin.
- B. The Princess said that let her try if she can also spin.
- C. The Princess said that she wanted to try if she could also spin.
- D. The Princess said that let her try if she could also spin.

Key. 1. C; 2. B; 3. B; 4. A; 5. C;  
6. B; 7. B; 8. A; 9. D; 10. C.

### COMMON ERRORS

**Exercise 30.** Each of the sentences given below has been divided into a number of parts. Each part has been underlined. Choose the part in which you find a mistake. If you do not find any mistake in any part of the sentence, choose the letter under no error.

1. None of the five boys has done the home task.  
A B C D  
No error  
E
2. Until you remain restless. you cannot concentrate.  
A B C  
No error  
D
3. He lost his heart because he could not cope  
A B  
with the difficulties in life. No error  
C D
4. These two brothers are quarrelling again.  
A  
Each one wants the cake.  
B  
and neither of them have any manners. No error  
C D
5. Walking across the street, a truck knocked him down  
A B C  
No error  
D

- |     |     |     |     |     |      |
|-----|-----|-----|-----|-----|------|
| Key | 1 E | 2 A | 3 A | 4 C | 5 A  |
|     | 6 C | 7 D | 8 B | 9 C | 10 C |

2. If you remain 3 He lost heart 4 neither of them has  
any manners 5 While he was walking 6 .. at the sights one  
sees 7 this is the one more likely to succeed 8 much happier  
9 very different from 10 a common friend

1 The man whom I thought was thoroughly honest  
A B C  
proved to be a swindler No error  
D E

2 In writing neither for the learned  
A B  
or for the general readers was he very successful  
C D  
No error  
E



**Explanatory note** The corrected sentences should read as follows

- 1 The man who I thought was      2 In writing neither for the learned  
nor for the      3 must apply oneself      4 They persisted in  
doing      5 This is one of the most remarkable cases      6 all my  
hard earned money      7 when I reach New Delhi      8 It is a long  
time      9 he had died      10 The socialist party is as good  
as --

**Exercise 32** Each of the sentences given below has been divided into a number of parts. Each part has been underlined. Choose the part in which you find a mistake. If you do not find any mistake in any part of the sentence, choose the letter under **no error**

- 1 No sooner did the police arrived than  
A B  
the robbers made good their escape No error  
C D
- 2 Due to heavy work at the office I was unable to catch  
A B C  
the five thirty train No error  
D E
- 3 Have you any money ? " No, I haven't some on me  
A B  
but I have some at home " No error  
C D
- 4 I shall have much pleasure in accepting  
A B  
your kind invitation to dinner Tuesday next No error  
C D E
- 5 The hall was packed to an almost maximum capacity  
A B C D  
No error  
E
- 6 The colour of her cheeks is like a rose No error  
A B C D
- 7 This is the same book which our teacher recommended  
A B C  
for our study No error  
D E
- 8 I asked her for a pencil but she did not give me  
A B C  
No error  
D

- 9 Thev who absented themselves from the meeting  
     A B  
let them stand No error  
     C D

- 10 It is I who is responsible for the loss suffered by you  
     A B C D  
No error  
     E

Key 1 A, 2 A, 3 B 4 A 5 C,  
       6 C, 7 B, 8 C 9 C 10 B

**Explanatory note** The corrected sentence should read as follows

- 1 No sooner did the police arrive 2 Owing to heavy work  
 3 No, I haven't any on me 4 I have much pleasure 5  
 The hall was packed to maximum capacity 6 is like that of a rose  
 7 This is the same book as 8 but she did not give it to me  
 9 They who absented themselves from the meeting should stand 10 It  
 is I who am

**Exercise 33** Each of the sentences given below has been divided into a number of parts. Each part has been underlined. Choose the part in which you find a mistake. If you do not find any mistake in any part of the sentence, choose the letter under **no error**.

- 1 It is certain that I will not come without I am asked  
     A B C D  
No error  
     E

- 2 She was annoyed at your having come so late  
     A B C D  
No error  
     E

- 3 I ordered for his dismissal when he flouted my orders  
     A B C  
and joined the agitators No error  
     D E

- 4 The Chandragupta carrying a crew of 69 is reported  
     A B  
to have drowned on third January this year No error  
     C D E

- 5 When I was passing through the street I heard a loud noise.  
     A B  
and saw the smoke raising from the huts No error  
     C D E



- 4 I could never think of the job  
 A your having resigned B yours having resigned  
 C you having resigned D you resigning
- 5 You ought to have this opportunity  
 A availed B availed from  
 C availed of D availed yourself of
- 6 By October next, he in this college for four years  
 A will serve B will be serving  
 C will have served D would have served
- 7 You care of your health  
 A had better take B had better taken  
 C better had taken D had better to take
- 8 I enquired of him  
 A what do you want B what did he want  
 C what he wanted D what he wants
- 9 I for him  
 A do not care a fig B care a fig  
 C care not a fig D not care a fig
- 10 You must secure at least marks  
 A. passab'le B pass  
 C passing D none of these

Key 1 C, 2 D, 3 A 4 A, 5 D,  
 6 C 7 A, 8 C, 9 A 10 B

Exercise 35 Fill in the blanks with the correct word or phrase

- 1 One must keep promise  
 A his B one's C the D a
- 2 It is no use everything  
 A of finding fault with B to find fault with  
 C finding fault with D having found fault with
- 3 My views are different  
 A from you B than you  
 C from yours D than yours
- 4 You have played  
 A instead of work B than work  
 C but not work D instead of working
- 5 Thy necessity is  
 A greater than mine B greater from mine  
 C greater than that of mine D greater to mine





- 4 Do not walk      footed      (bare, bear)  
 5 Good persons never      their friends      (dessert, desert)  
 6 At last he achieved his      (gaol, goal)  
 7 This book has been      by the Punjab University  
     (prescribed proscribed)  
 8 Our treatment must be      to the poor      (humane human)  
 9 Can you      any example ?      (cite, site)  
 10 China is a      country      (popular, populous)

**Key** 1 disease, decease, 2 judiciously 3 yolk, 4 bare,  
 5 desert, 6 goal 7 prescribed, 8 humane 9 cite,  
 10 populous

**Exercise 38** Fill in the blanks with correct words

- 1 Perfect health depends on the      of a few simple rules of  
     health      (observation observance)  
 2 A scientist, in the ordinary      of the term, is a seeker after  
     truth      (acceptance, acceptation)  
 3      dropping wears away a stone      (continual continuous)  
 4 A man of his      is bound to succeed      (capacity, capability)  
 5 She      dropped the tray      (incidentally, accidentally)  
 6 This      fellow should not be encouraged any more  
     (official, officious)  
 7 In India the executive authorities have some      powers also.  
     (judicious, judicial)  
 8 He is held in high .. by his pupils.      (estimation esteem)  
 9 Owing to his      temperament he is liked by all  
     (social sociable)  
 10 The      of temperature in this season is remarkable  
     (variance variation)

**Key** 1 observance, 2. acceptance, 3 continual,  
 4 capability, 5 accidentally, 6 officious  
 7 judicial 8 esteem, 9 sociable,  
 10 variation

**Exercise 39.** Fill in the blanks with correct words

- 1 Raining bomb from the air on the innocent civilians is nothing  
     short of      (barbarity, barbarism)  
 2. He got over his enemy by      means.  
     (artistic, artful, artificial)  
 3 One should not be over      of one's success  
     (confident, confidant)  
 4 I like his      innocence      (childish, childlike)

- 5 We need not be very \_\_\_\_\_ in our meeting with an old friend.  
(ceremonious, ceremonial)
- 6 A true scholar always looks on things from a \_\_\_\_\_ point of view  
(disinterested, uninterested)
- 7 A one act play must be short, delightful and \_\_\_\_\_  
(efficacious, effective)
- 8 Charles Lamb is remarkable for his \_\_\_\_\_ (egotism, egoism)
- 9 There is a \_\_\_\_\_ growth of flowers in tropical countries  
(luxurious, luxuriant)
- 10 Owing to the fear of public \_\_\_\_\_, he did not venture to commit  
that crime (exposition, exposure)

**Key** 1 barbarism, 2. artful, 3 confident,  
4 childlike, 5 ceremonious, 6 disinterested,  
7 effective, 8 egotism, 9 luxuriant,  
10 exposure

**Exercise 40** Fill in the blanks with correct words

- 1 Women are more \_\_\_\_\_ than men (economical, economic)
- 2 The train was delayed by fog, so I reached my \_\_\_\_\_ very late  
(destiny, destination)
- 3 The coal industry was \_\_\_\_\_ in England soon after the war  
(naturalised, nationalised)
- 4 My master was very \_\_\_\_\_ of all the work I had done  
(appreciative, appreciable)
- 5 It was obvious that a thunderstorm was \_\_\_\_\_  
(imminent, eminent)
- 6 The smugglers had to abandon their \_\_\_\_\_ trade (licit, illicit)
- 7 Her mistakes can be attributed to her \_\_\_\_\_ attitude to her work  
(negligible, negligent)
8. Can we \_\_\_\_\_ this filing system to fit our rules? (adapt, adopt)
- 9 We hope to \_\_\_\_\_ last year's sales (exceed, accede)
- 10 It was \_\_\_\_\_ but true (incredulous, incredible)

**Key** 1 economical, 2 destination, 3 nationalised,  
4 appreciative 5 imminent, 6 illicit,  
7 negligent, 8 adopt, 9 exceed,  
10 incredible

**SOME IMPORTANT WORDS**

**Exercise 41** Choose the alternative which is the closest in meaning to the italicised words in the following sentences

- 1 The *prototype* of this machine was produced in Japan  
A. copy B substitute  
C original D duplicate

- Key** 1 C, 2 A, 3 D, 4 D, 5 B,  
6 A, 7 A, 8 C, 9 D, 10 A

1. you will gain nothing by *retaliating*  
 A. repeating                      B. contradicting  
 C. repaying in kind            D. withdrawing

2. He was admired by all for his *acumen* in business  
 A. tact  
 B. sharpness and accuracy of judgment  
 C. good luck                      D. sincerity and truthfulness

- 3 He incurred heavy losses in business on account of his *temerity*  
 A tactlessness                      B rashness  
 C diffidence                        D insincerity
- 4 Great courage is needed to face *calumny* without being hurt.  
 A criticism                        B hardships  
 C haired                            D slander
- 5 I was stunned at their *unabashed* display of wealth  
 A shameless                        B candid  
 C impressive                       D accurate
- 6 The question is *in abeyance* until more information is obtained  
 A under consideration    B in doubt  
 C under suspension        D being delayed
- 7 The doctor drew an *analogy* between the steam engine and the human body  
 A comparison                      B partial likeness  
 C resemblance                    D difference
- 8 No *annuity* was paid to him last year  
 A honorarium                      B remuneration  
 C fixed sum paid annually  
 D alimony
- 9 The minister *condescended* to accept the invitation  
 A agreed                            B felt happy  
 C declined                        D stooped
- 10 Good health is *conducive* to happiness  
 A helps to produce            B spreads  
 C increases                        D results from

Key 1 C      2 B      3 B      4 D      5 A  
       6 C      7 B      8 C      9 D      10 A

**Exercise 43** Choose the alternative which is the closest in meaning to the italicised words in the following sentences

- 1 We had not *envisaged* this turn of events  
 A imagined                        B doubted  
 C considered                       D suspected
2. The decision taken by the Managing Committee is *irrevocable*  
 A praise worthy                      B rash and unwise  
 C final and unchangeable    D in accordance with the rules
- 3 There are quite a few *intractable* children in the class  
 A brilliant                            B with eccentric habits  
 C hard to manage                    D hard working

4. He faced all his misfortunes with *equanimity*.  
 A. courage                      B. fearlessness  
 C. confidence                 D. calmness of mind
5. Some people are fond of leading a *sequestered* life.  
 A. luxurious                    B. secluded  
 C. frugal                        D. full of self-denial
6. Everybody applauded his performance *spontaneously*.  
 A. loudly                        B. naturally  
 C. excitedly                    D. openly
7. The knowledge of nuclear power might lead to *annihilation*.  
 A. total destruction         B. immortality  
 C. tremendous progress    D. full healthfulness
8. Everybody present wondered at his *audacity*.  
 A. presence of mind         B. impudence  
 C. wit                            D. confidence
9. There is a great *disparity* in all these statements.  
 A. similarity                  B. weight  
 C. truth                          D. difference
10. Successful leaders are usually men of great *eloquence*.  
 A. cleverness                    B. fluent speaking  
 C. sharpness of intellect    D. imagination

Key. 1. A,    2. C;    3. C,    4. D,    5. B,  
          6. B,    7. A,    8. B,    9. D,    10. B.

**Exercise 44.** Choose the word or phrase nearest in meaning to the key word.

1. Belligerent  
 A. friendly                      B. co-operative  
 C. hostile                        D. discriminating
2. Benevolent  
 A. short-tempered              B. kind and helpful  
 C. full of hatred                D. extravagant
3. Vitiate  
 A. to reject                      B. to corrupt  
 C. to retard                      D. to retaliate
4. Vindicate  
 A. to contradict                B. to prove the truth of  
 C. to enhance                    D. to appreciate
5. Deployment  
 A. dismissing                  B. deception  
 C. rejection                      D. spreading out

- 9 Spasmodic  
 A violent B fitful  
 C extreme D forgetful

- 10 Indigenous  
 A Indian B poor  
 C dull D native

Key 1 B 2 C 3 A 4 B 5 B  
 6 D 7 C 8 B 9 B 10 D

**Exercise 47** Choose the word or phrase nearest in meaning to the key word

- 1 Abhorrence  
 A hatred and disgust B enjoyment  
 C delay D intelligence
- 2 Spurious  
 A superfluous B excessive  
 C not genuine D very costly
- 3 Sagacious  
 A cautious B showing good judgment  
 C having good memory D praiseworthy
- 4 Implacable  
 A impossible B having bitter taste  
 C irritable D that cannot be appeased
- 5 Delinquent  
 A jolly B one who fails in duty  
 C hard working D one who drinks hard
- 6 Redundant  
 A precise B improved  
 C superfluous D exaggerated
- 7 Indolence  
 A arrogance B poverty  
 C misfortune D laziness
- 8 Catastrophe  
 A triumph B defeat  
 C disaster D accident
- 9 Ameliorate  
 A to improve B to progress  
 C to exhibit D to counteract
- 10 Appalling  
 A dreadful B unfortunate  
 C amusing D strange

Key 1 A, 2 C 3 B 4 D 5 B,  
 6 C 7 D 8 C 9 A 10 A

**Exercise 48** Choose the sentence in which the word in *italics* has been used correctly

- 1 A Do you *subscribe* to the principle of equality between the sexes?  
B I do not intend to *subscribe* to this magazine anymore  
C He is going to *subscribe* me on the Executive Committee
- 2 A He is rather *pensive* these days  
B What is the *pensive* that you sing so often?  
C It was a *pensive* gift
- 3 A Do not *refrain* the generous offer  
B *Refrain* from evil  
C. Was it not a haunting *refrain*?
- 4 A. *Indignation* is the latest cure for leprosy  
B He has run into serious *indignation* because of frequent borrowings  
C His false evidence caused *indignation* all around
- 5 A He *wrested* the sword from his brother's hand  
B The general *wrested* the throne from his king  
C The policemen *wrested* the thief
- 6 A My shoes are too small and *provocative* for you.  
B I find your attitude and your remarks most *provocative*  
C Do not ride the horse It is my *provocative*
- 7 A Try to make the smoke *gambit* up the chimney  
B She bought some eggs, some butter and some *gambit*  
C The shopkeeper's *gambit* was to ask double the price
- 8 A The lawyer *warily* asked his client a few questions.  
B They were so tired that they sank *warily* into bed  
C. The ground is covered with thorns, tread *warily*
- 9 A There was considerable *discord* in the examination  
B Most music in mod films is mere *discord*  
C. Your suggestion is bound to lead to *discord* in the family.
- 10 A The harbour was *clattered* up with wreckage after the storm  
B An elephant is much larger and *clutter* than a camel.  
C Please do not *clutter* the meeting with your silly arguments

**Key.** 1 B (*subscribe*—to agree to take a journal regularly), 2. A (*pensive*—thoughtful), 3 C (*refrain* as a noun—lines of a song which are repeated), 4 C (*indignation*—anger), 5 A (*wrest*—to take something violently away), 6 B (*provocative*—that which provokes) 7 C (*gambit*—any initial move), 8 A (*warily*—cautiously), 9 C (*discord*—disagreement and quarrelling), 10 A (*clutter*—to make untidy)



**Exercise 49** Choose the sentence in which the word in *italics* has been used correctly

- 1 A To my surprise the cat *smacked* up the window  
B The food is cold and *smacks* of garlic  
C The students have a cup of tea and *smacks* every evening.
- 2 A Even his wife looked *seedy*  
B That is an inspiring and *seedy* idea  
C Please *seedy* up the garden
- 3 A Vegetables can be prepared in many ways after they have been *wheezed*  
B The old man *wheezed* and coughed  
C The aeroplane gained great speed and *wheezed* through the air
- 4 A Mr Sharma won't be able to *scoop* with the situation  
B I would like to have a bowl of lemon *scoop*  
C This machine *scoops* up the dirt
- 5 A Most of the four footed animals are *entailed*  
B Such a programme would *entail* huge expenses  
C Some stood at the head of the queue but we *entailed* it
- 6 A Your sister is modern and very *critique*  
B She wrote a *critique* of the play  
C His words were dry and *critique*
- 7 A His description of modern Italy does not *tally* with that of others  
B He *rallied* with the idea for some time  
C The air crash took a heavy *rally* of lives
- 8 A The train went past the signal but stopped at the *singular*  
B A *singular* entertained us during dinner  
C Tagore's position as a poet is *singular*
- 9 A She cannot *sing* very well but she dances *ruefully*  
B He washed my clothes *ruefully* clean  
C We *ruefully* remember the lost opportunities
- 10 A His latest novel is a *pedestrian* story about spies  
B Every week we have to listen to the same *pedestrian* lecturer  
C The examination paper may be unusual but it is not *pedestrian*

<sup>1</sup> Key 1 B (*smacks*—has the flavour of), 2 A (*seedy*—shabby), 3 B (*wheezes*—to breathe noisily), 4 C (*scoops*—digs and takes out), 5 B (*entail*—involve), 6 B (*critique*—critical essay or review), 7 A (*rally*—agree), 8 C (*singular*—unique), 9 C (*ruefully*—with great repentance), 10 A (*pedestrian*—dull, uninspiring)

**Exercise 50** Fill in the gaps in the following sentences with the missing words. The first letter/letters and the meaning of each word are given to help you to supply the required words.

- 1 Air, food and water are in \_\_\_\_\_ (absolutely essential to life)
- 2 I can detect several fl \_\_\_\_\_ (weaknesses) in your reasoning
- 3 They say there may soon be a de \_\_\_\_\_ (lowering of the value) of the rupee
- 4 Mathavan re \_\_\_\_\_ (against his will) agreed to my proposal.
- 5 I found her arguments per \_\_\_\_\_ (convincing)
- 6 The police were al \_\_\_\_\_ (called to a state of readiness) by the scouts
- 7 The ab \_\_\_\_\_ (horrible and disgusting) snowman is not a fiction of the mountaineers' imagination
- 8 He is ob \_\_\_\_\_ (constantly occupied) with the fear of unemployment.
- 9 He drinks a mod \_\_\_\_\_ (within reasonable limits, not extreme) amount of tea
- 10 We decided to ad \_\_\_\_\_ (stick fast) to the programme

Key: 1 indispensable, 2 flaws, 3 devaluation, 4 reluctantly, 5 persuasive, 6 alerted, 7 abominable, 8 obsessed, 9 moderate, 10 adhere

### ONE-WORD SUBSTITUTION

**Exercise 51** Given below are words followed by four explanatory expressions. Choose the expression that explains the given word correctly.

- 1 Agnostic
  - A One who does not believe in the existence of God
  - B One who does not believe in law and order
  - C One who is against idol worship
  - D One who believes that we can know nothing of things beyond material phenomena
- 2 Iconoclast
  - A One who is opposed to popular beliefs
  - B One who is opposed to idol worship
  - C One who is specially sent by God to preach a particular religion
  - D One who is against all forms of government
- 3 Monogamy
  - A State of being unmarried
  - B State of being married
  - C Practice of being married to only one person at a time
  - D Practice of marrying two husbands or wives at a time

- 4 Apartheid
  - A. Policy of non alignment
  - B Policy of aggressive militarism
  - C Policy of racial segregation
  - D Diplomacy of the highest order
- 5 Morphology
  - A Branch of biology dealing with the form and structure of animals and plants
  - B Study of the structure of tissues and organs of living creatures
  - C Study of the earth and its atmosphere
  - D Study of bones
- 6 Prologue
  - A Introductory part of literary work
  - B Last part of a literary work
  - C Act of bringing a session of Parliament to end
  - D Interval between two events
- 7 Verbosity
  - A Copying word for word
  - B Use of unnecessary words for the expression of an idea
  - C Quality of using more words than needed
  - D Giving verbal orders
- 8 Philistine
  - A One who does not care for literature or art
  - B One who is a fine judge of literature or art
  - C One who is old fashioned as far as art and literature are concerned
  - D Devoted to music
- 9 Explicit
  - A Trade prohibited by law
  - B Drawing out a secret from somebody
  - C Comparison that is out of place
  - D Statement that is absolutely clear
- 10 Wardrobe
  - A A place where horses are kept
  - B A place where planes are kept
  - C A place where official records are kept
  - D A place where clothes are kept

Key 1 D, 2 B, 3 C, 4 C, 5 A,  
6 A, 7 C, 8 A, 9 D, 10 D.

**Exercise 52** *Given below are words followed by four explanatory expressions. Choose the expression that explains the given word correctly.*

- 1 Asetic
  - A One who denies oneself ordinary bodily pleasures
  - B One who renounces the world
  - C One who is indifferent to pleasure or pain
  - D One who believes in enjoying life by all means
- 2 Curator
  - A One who cures diseases
  - B One who is officially in charge of a museum or art gallery
  - C One who makes and repairs knives and other cutting tools
  - D One who sells soaps, oils, candles etc
- 3 Amnesty
  - A Lawlessness
  - B Revolt against established authority
  - C General pardon for criminal offences
  - D Exemption from taking an oath
- 4 Quisling
  - A One who lays down one's life for one's country
  - B Secret agent employed to collect information of a secret nature especially military information
  - C Person who co-operates with the authorities of an enemy country who are occupying his country
  - D Person who loves and is ready to defend his country
- 5 Amphibian
  - A Animal able to live only on land
  - B Animal able to live only in water
  - C Animal able to live both on land and in water
  - D Animal that lives only on herbs and plants
- 6 Philatelist
  - A Lover of books
  - B One whose hobby is stamp-collecting
  - C One who studies many languages
  - D One who is careful in performing one's duties
- 7 Millennium
  - A A period of one hundred years
  - B A period of one thousand years
  - C A future time of great happiness
  - D Both B and C

## 8 Credulous

- A A person who easily believes whatever he is told
- B A statement that can be easily believed
- C An action that does credit to the person doing it
- D None of these

## 9 Obituary

- A Words inscribed on the tomb of a person
- B Notice of death especially in a newspaper
- C A place where dead bodies are kept
- D A place where post mortem is conducted on a dead body

## 10 Invulnerable

- A That which cannot be reached
- B That which cannot be hurt
- C That which cannot be surmounted
- D That which cannot be altered or withdrawn

**Key** 1 A, 2 B, 3 C, 4 C, 5 C,  
6 B, 7 D, 8 A, 9 B, 10 B

**Exercise 53** *Given below are words followed by four explanatory expressions. Choose the expression that explains the given word correctly.*

## 1 Proletariat

- A Economically backward people
- B Socially low people
- C Untouchables
- D Wage earners

## 2 Theist

- A One who believes in the existence of God
- B One who believes in the existence of many gods
- C One who believes in worshipping idols
- D One who believes that God does not exist

## 3 Despotism

- A Rule of one person
- B Absolute authority
- C Policy of favouritism
- D Rule of a group of tyrants

## 4 Franchise

- A Right to liberty
- B Right to seek legal remedy against injustice
- C Right to travel throughout the country
- D Right to exercise one's vote at an election

## 5 Ecology

- A Science that treats of the varieties of human race
- B Study of pictures and models
- C Study of the relation of plants and animals to their environment
- D Scientific study of the earth's crust

## 6 Teetotaler

- A Person who abstains completely from alcoholic drinks
- B Person who is addicted to alcoholic drinks
- C Person who is addicted to drinking tea
- D Person who completely avoids drinking tea

## 7 Amnesia

- A Loss of wealth
- B Loss of health
- C Loss of memory
- D Suffering from sleeplessness

## 8 Fastidious

- A One who leads a fast life and fritters away one's energies
- B One who is not easily pleased
- C One who keeps fasts for the purification of one's soul
- D One who takes quick decisions and acts fast

## 9 Orthodox

- A Self-opinionated
- B One who flouts established opinions
- C One who has no opinions of one's own
- D One who holds established opinions

## 10 Panacea

- A Property inherited from one's father
- B State of being unable to pay one's debts
- C Remedy for all diseases
- D Medicine that kills germs

Key 1 D, 2 A 3 B 4 D 5 C  
6 A 7 C 8 B 9 D 10 C

**Exercise 54** Given below are words followed by four explanatory expressions. Choose the expression that explains the given word correctly.

## 1. Misogynist

- A One who hates mankind
- B One who hates women
- C One who hates marriage
- D One who has more than one wife

## 2. Nepotism

- A Policy of favouritism by a person in high position towards his relatives

- B Absolute power in the hands of one person who rules like tyrant  
 C Diplomacy of the highest order  
 D None of the above
- 3 Autopsy  
 A Total loss of consciousness  
 B Exemption from taking oath  
 C General pardon of criminals by the State  
 D Medical examination of a dead body to ascertain the cause of death
- 4 Bibliophile  
 A One whose hobby is stamp-collecting  
 B Lover of books  
 C One who knows many languages  
 D One who studies bibliographies
- 5 Ambiguous  
 A. Person who is able to use both his hands equally well  
 B Statement open to more than one interpretation  
 C Animal who can live both on land and in water  
 D None of these
- 6 Sinecure  
 A An office with high salary but no work  
 B The act of violating the sanctity of a place  
 C Person with good judgment on paintings  
 D Full of curves and twists
7. Obsolete  
 A Perfect  
 B Free from sin  
 C. No longer used  
 D Obsessed with some idea
- 8 Versatile  
 A One who possesses several talents or gifts  
 B Educated in a university  
 C With universal appeal  
 D Expressed in verse
- 9 Soliloquy  
 A Having very unusual habits  
 B Banishment from one's native country  
 C Speech made aloud to oneself when one is alone  
 D None of these
- 10 Irrefragable  
 A. Statement which cannot be corrected  
 B Statement which cannot be contradicted  
 C. Statement which can be interpreted in more than one ways  
 D Statement the truth of which cannot be proved
- Key 1 B, 2 A, 3 D, 4 B, 5 B,  
 6 A, 7 C, 8 A, 9 C, 10 D

**Exercise 55** Given below are words followed by four explanatory expressions. Choose the expression that explains the given word correctly.

1. **Stoic**  
A Miserly  
C Economical  
B Spendthrift  
D Indifferent to pleasure and pain
2. **Protagonist**  
A Central character in a story or play  
B Hater of mankind  
C Member of the working class  
D One who is born before another person
3. **Pedestrian**  
A One who walks on foot  
B Full of ignorant and irrational beliefs  
C One who holds a job with a high salary but no work  
D Previous case which might serve as an example
4. **Paediatrician**  
A One who specialises in the diseases of children  
B One who specialises in the diseases of bones  
C One who specialises in the diseases of women  
D ENT Specialist
5. **Plagiarism**  
A Art of telling lies  
C. Art of stealing and using somebody else's ideas as if they were one's own  
B Art of telling stories  
D Infringement of copyright
6. **Aquarium**  
A Place where birds are kept  
B Place where snakes are kept  
C Artificial pond for keeping and showing fish and water plants  
D Place for keeping government records
7. **Posthumous**  
A Poem whose author is unknown  
B one who walks on foot  
C. Book published after the death of its writer  
D None of these
8. **Somnambulist**  
A One who suffers from sleeplessness  
B One who snores heavily while sleeping  
C. Almost asleep  
D Sleep walker



- 6 A person who is very fond of sensuous enjoyments  
 A Hedonist B Lusty  
 C Stoic D Epicure  
 E Bohemian
- 7 An insect with many legs  
 A Centipede B Mammal  
 C Herbivorous D Vertebrate
- 8 Honourably discharged from service  
 A Meritorious B Impecunious  
 C Emeritus D Emancipated
- 9 Study of insects  
 A Etymology B Entomology  
 C Zoology D Biology
- 10 One who is well versed in any subject, a critical judge of any art, particularly fine arts  
 A Connoisseur B Dilettante  
 C Veteran D Philistine
- Key 1 A, 2 B, 3 B, 4 C, 5 C  
 6 D, 7 A, 8 C, 9 B, 10 A

**Exercise 58** *Out of the given alternatives choose the word which most closely fits each definition*

- 1 Incapable of being wounded  
 A Impregnable B Invulnerable  
 C Inevitable D Infallible
- 2 Connoisseur of choice food  
 A Epicure B Gourmand  
 C Glutton D Greedy
- 3 Study of diseases  
 A Philology B Pathology  
 C Phrenology D Pharmacology
- 4 Evenness of mind or temper  
 A Equality B Equity  
 C Equanimity D Equitability
- 5 Public building where weapons and ammunition are made or stored  
 A Armoury B Gun factory  
 C Arsenal D Godown
- 6 A person who uses clever but misleading arguments  
 A Sophist B Polyglot  
 C Linguist D Bibliophile

- 7 A man whose wife has been unfaithful to him  
 A Concubine                      B Philanderer  
 C Cuckold                         D Bastard
8. Careful in performing duties  
 A Punctilious                    B Punctual  
 C Pugnacious                    D Meretricious
- 9 Free from national prejudices because of wide experience of the world  
 A Cosmopolitan                B Universal  
 C Multinational                D Multilateral
- 10 Strong dislike between two persons  
 A Aversion                        B Antipathy  
 C Apathy                         D Despite

**Key** 1 B      2 A,      3 B      4 C,      5 C,  
 6 A,      7 C,      8 A,      9 A,      10 B

**Exercise 59** *Out of the given alternatives choose the word which most closely fits each definition*

- 1 List of names places goods etc , in a special order  
 A Monologue                    B Catalogue  
 C Prologue                      D Dialogue
- 2 A person who is more interested in his own thoughts and feelings than in what goes on around him  
 A Self opinionated              B Self-conceited  
 C Introvert                       D Egotist
- 3 Murder of one's own father  
 A Pesticide                       B Germicide  
 C Patricide                       D Regicide
- 4 An old unmarried woman  
 A Virgin                          B Chaperon  
 C Maid                            D Spinster
- 5 A person against whom legal action is instituted  
 A Defendant                    B Litigant  
 C Appellant                      D Deponent
- 6 Referring of a political question to a direct vote of the electorate  
 A Franchise                      B Referendum  
 C Plebiscite                      D Suffrage
- 7 That which cannot be seen through  
 A Oblivion                        B Opaque  
 C Transparent                    D Translucent

- 8 A person who holds an unorthodox opinion about religion  
 A Heretic B Agnostic  
 C Stoic D Ascetic
- 9 Showing great attent on to detail  
 A Meretricious B Scrupulous  
 C Punctilious D Meticulous
- 10 Medicine used against a poison or to prevent a disease from having an effect  
 A Antimony B Antipode  
 C Antidote D Antiseptic

Key 1 B 2 C, 3 C 4 D 5 A,  
 6 B 7 B, 8 A 9 D 10 C

**Exercise 60** *Out of the given alternatives choose the word which most closely fits each definition*

- 1 Using many words for what may be said in a few words  
 A Pleonasm B Colloquialism  
 C Euphemism D Circumlocution
- 2 One who is sixty years old  
 A Sepuagenarian B Octogenarian  
 C Sexagenarian D Nonagenarian
- 3 Condition of being unusually sensitive to particular foods, insect stings, etc  
 A Amnesia B Dyspepsia  
 C Allergy D Phobia
- 4 Misuse of a word causing amusement  
 A Euphemism B Malapropism  
 C Colloquialism D Verbosity
- 5 Giving up one's authority or throne  
 A Renunciation B Abdication  
 C Abjuration D Abnegation
- 6 The line at which the earth or sea and the sky seem to meet  
 A Fringe B Zenith  
 C Nadir D Horizon
- 7 Person or animal living on another  
 A Parasite B Protege  
 C Dependant D Reliant
- 8 Stage of growth between boyhood and youth  
 A Teenage B Puberty  
 C Adolescence D Juvenility

## OBJECTIVE TYPE EXERCISES

- 9 Medicine which lessens pain  
 A Analgesic B Antibiotic  
 C Panacea D Anodyne
- 10 State of mental depression due to unnecessary anxiety about one's health  
 A Hypochondria B Hydrophobia  
 C Hypertension D Hysteria
- Key 1 D, 2 C, 3 C 4 B 5 B,  
 6 D 7 A, 8 C 9 D 10 A

## SYNONYMS

**Exercise 61** Choose the word nearest in meaning to the key word.

- 1 Repent  
 A grieve B confess C admit D bewail
- 2 Discover  
 A know B invent C search D find
- 3 Rigid  
 A determined B wilful C straight D unbending
- 4 Endeavour  
 A deed B desire C attempt D action
- 5 Altitude  
 A height B behaviour C state D aspiration
- 6 Enormous  
 A attractive B amiable C huge D tall
- 7 Awful  
 A wonderful B dreadful C interesting D amazing
- 8 Credible  
 A believable B convincing C agreeable D amicable
- 9 Baseless  
 A Worthless B purposeless C unfounded D superfluous
- 10 Impostor  
 A impressive B cheat C effective D rude
- Key 1 A, 2 D, 3 D, 4 C, 5 A,  
 6 C, 7 B, 8 A, 9 C 10 B.

**Exercise 62** Choose the word nearest in meaning to the key word

- 1 Superficial  
 A excessive B unnatural C shallow D excellent
- 2 Synthetic  
 A composite B homogeneous C simplified D artificial

- 3 Dubious  
A extraneous B doubtful C decentful D treacherous
- 4 Felicity  
A ease B happiness C convenience D economy
- 5 Jovial  
A merry B enthusiastic C excited D impatient
- 6 Innocuous  
A impure B ingenious C harmless D inexpensive
- 7 Ignominious  
A indifferent B appreciative C disgraceful D dangerous
- 8 Shrewd  
A active B astute C ridiculous D fastidious
- 9 Ghastly  
A terrible B disgusting C infernal D, amazing
- 10 Rapacious  
A perceptive B generous C cruel D greedy
- Key 1 C, 2 D, 3 B, 4 B, 5 A,  
6 C, 7 C, 8 B, 9 A, 10 D

*Exercise 63 Choose the word nearest in meaning to the key word*

- 1 Recuperate  
A reduce B repeat C recover D rejoice
- 2 Paucity  
A. adversity B scarcity C purity D flattery
- 3 Petulant  
A. bold B sensible C touchy D pertinent
- 4 Potent  
A pleasant B pervasive C persuasive D powerful
- 5 Quixotic  
A embarrassing B entertaining C foolish D chivalrous
- 6 Emancipate  
A restrain B release C rebuke D retain
- 7 Exhort  
A urge B exemplify C emphasise D ensure
- 8 Haughty  
A mighty B egoistic C egotistic D insipid
- 9 Humane  
A manly B humble C modest D sympathetic
- 10 Benign  
A blessed B gentle C cordial D admirable
- Key 1 C, 2 B, 3 C, 4 D, 5 C,  
6 B, 7 A, 8 B, 9 D, 10 B

**Exercise 64.** Choose the word nearest in meaning to the key word :

1. Boisterous  
A. noisy      B. excited      C. boiling      D. bubbling
2. Loquacious  
A. mild      B. talkative      C. merry      D. false
3. Languid  
A. strong      B. hidden      C. weary      D. lazy
4. Mitigate  
A. elevate      B. investigate      C. impoverish      D. lessen
5. Munificent  
A. graceful      B. philanthropic      C. grand      D. decorated
6. Obdurate  
A. stubborn      B. obsolete      C. obedient      D. peaceful
7. Ostentatious  
A. prominent      B. pretentious      C. dubious      D. conspicuous
8. Reprove  
A. explain      B. exhaust      C. condemn      D. vindicate
9. Retribution  
A. promise      B. punishment      C. approval      D. censure
10. Novice  
A. knave      B. naive      C. beginner      D. meagre

**Key.** 1. A, 2. B; 3. C, 4. D; 5. B;  
6. A, 7. B; 8. C, 9. B, 10. C.

**Exercise 65.** Choose the word nearest in meaning to the key word :

1. Mirage  
A. illusion      B. mirror      C. desert      D. image
2. Morbid  
A. mortal      B. fatal      C. poisonous      D. diseased
3. Rudimentary  
A. impolite      B. undeveloped      C. unconfirmed      D. immodest
4. Rueful  
A. vicious      B. stern      C. kind      D. regretful
5. Oblivion  
A. obsession      B. forgetfulness      C. inactivity      D. obstinacy
6. Obtuse  
A. blunt      B. cumbersome      C. frank      D. eloquent
7. Odious  
A. colourless      B. dull      C. hateful      D. irritating
8. Officious  
A. official      B. faithful      C. meddlesome      D. vindictive

- 9 Beguile  
A compose B cheat C. change D warn
- 10 Embellish  
A equalize B adorn C. adore D admire
- Key 1 A 2 D 3 B 4 D 5 B  
6 A 7 C 8 C 9 B 10 B

## ANTONYMS

**Exercise 66** Choose the word most nearly opposite in meaning to the key word

- 1 Retaliation  
A admonition B retort  
C disintegration D reconciliation
- 2 Pragmatic  
A angry B unpractical  
C experimental D deceitful
- 3 Diffidence  
A difference B monopoly  
C boldness D effervescence
- 4 Absolve  
A bless B repent C melt D blame
- 5 Ingenuous  
A quick B talented C plotting D sorry
- 6 Disinterested  
A opposed B indifferent C partial D impersonal
- 7 Propitiate  
A approach B anger C promote D applaud
- 8 Corroborate  
A correct B undermine C reject D replenish
- 9 Extraneous  
A necessary B inherent C natural D internal
- 10 Fidelity  
A loyalty B laziness C treason D kindness
- Key 1 D 2 B 3 C 4 D 5 C  
6 C 7 B 8 B 9 B 10 C

**Exercise 67** Choose the word most nearly opposite in meaning to the key word

- 1 Sanguine  
A joyful B livid C candid D spurious
- 2 Prosperity  
A scarcity B paucity C perspicacity D adversity
- 3 Familiar  
A mysterious B strange C wondrous D alien

- 4 Timorous  
A affected B sincere C bold D humble
- 5 Assiduous  
A diligent B careless C punctilious D meticulous
- 6 Rancour  
A hatred B disgust C affection D fidelity
- 7 Acquit  
A arrest B neglect C convict D absolve
- 8 Elaborate  
A elucidate B abridge C illustrate D affirm
- 9 Affinity  
A indifference B aversion C anger D enmity
- 10 Perennial  
A old B temporary C decaying D mortal
- Key** 1 B 2 D 3 B 4 C 5 B  
6 C 7 C 8 B 9 B 10 B

**Exercise 68** Choose the word most nearly opposite in meaning to the key word

- 1 Cordial  
A friendly B cold C inimical D familiar
- 2 Absolute  
A perfect B partial C relative D strange
- 3 Fact  
A lie B fiction C imagination D reality
- 4 Rigid  
A flexible B gentle C mannerly D kind hearted
- 5 Accumulate  
A spend B economize C fritter D collect
- 6 Authentic  
A factual B imaginary C artificial D spurious
- 7 Conceited  
A poetical B unassuming C enormous D perilous
- 8 Indolence  
A rashness B diligence C activeness D dullness
- 9 Induce  
A prevent B inspire C engage D dissuade
- 10 Vigorous  
A courageous B timorous C languid D delayed
- Key** 1 B, 2 C 3 B 4 A 5 C,  
6 D 7 B 8 C 9 D 10 C



**Exercise 69** Choose the word most nearly opposite in meaning to the key word :

1. Barren  
A irrigated B cultivated C fertile D agricultural
2. Transparent  
A translucent B bright C clear D opaque
3. Friendly  
A strange B indifferent C hostile D humane
4. Progressive  
A retrograde B repressive C subversive D impeding
5. Ominous  
A final B terminating C auspicious D blessed
6. Vindictive  
A clamorous B enticing C forgiving D splendid
7. Tranquil  
A active B assiduous C lasting D agitated
8. Affluence  
A darkness B misery C penury D misfortune
9. Deletion  
A destruction B insurrection C construction D insertion
10. Docile  
A gentle B quarrelsome C hostile D stubborn

**Key.** 1. C, 2. D, 3. C, 4. A, 5. C,  
6. C, 7. D, 8. C, 9. D, 10. D

**Exercise 70** Choose the word most nearly opposite in meaning to the key word

1. Impulsive  
A compulsive B hateful C Deliberate D. Momentary
2. Sensual  
A. sexual B abstainer C. sober D lustful
3. Procrastinate  
A produce B lag C. tarry D preserve
4. Naive  
A. simple B. polished C guileless D. unaffected
5. Blithe  
A. haggard B. elated C. gloomy D bright
6. Flippant  
A fresh B solemn C. smart D. jovial
7. Imbecile  
A. ingenuous B timorous C. intellectual D. sane
8. Forewear  
A. disclaim B. disown C. uphold D affirm

9. Gregarious  
A. friendly B aloof C amiable D inimical
10. Rambling  
A discursive B methodical C ticklish D careless
- Key** 1 C 2 B 3 D 4 B 5 C  
6 B, 7 D 8 C 9 B 10 B

### IDIOMS AND PHRASES

**Exercise 71** Each of the following idioms is followed by four meanings, of which only one is correct. Choose the correct meaning.

- Light fingered person  
A a person whose handwriting is good  
B a person who is a good artist  
C a person who is a thief  
D a person who is soft and tender
  - Dog in the manger policy  
A a policy beneficial to dogs B a policy of personal gain  
C a policy good for all D a policy good for nobody
  - To make castles in the air  
A to do day dreaming B to be too ambitious  
C to be conceited D to be boastful
  - Backstairs influence  
A political influence B unfair influence  
C monetary influence D rightful influence
  - Few and far between  
A very very distant B far and away  
C few in number but closely placed  
D both few in number and distant
  - By fits and starts  
A suddenly B irregularly  
C successfully D incompletely
  - On the score of  
A on the ground of B on the brink of  
C on the pretence of D with the intention of
  - To all intents and purposes  
A to realise one's intents and purposes  
B in all essential points  
C as far as the intentions go  
D intentionally and purposefully
  - To take after  
A to pursue B to change suddenly  
C to take something for another  
D to be similar in appearance
  - To be taken aback  
A to be startled B to withdraw  
C to be struck at the back D to back up
- Key** 1 C, 2 D, 3 A, 4 B, 5 D,  
6 B, 7 A, 8 B, 9 D, 10 A

**Exercise 72** Each of the following idioms is followed by four meanings of which only one is correct. Choose the correct one.

- 1 To be lost in the clouds  
A to have one's thoughts far away  
B to be concealed from the view  
C to find oneself in a very uncomfortable position  
D to fly very high
- 2 Apple of discord  
A a wild goose chase  
B an object of great love  
C a bone of contention  
D a precious object
- 3 To beat the air  
A to act foolishly  
B to move vigorously  
C to make a useless effort  
D to be highly imaginative
- 4 To show the white feather  
A to assume airs  
B to be fashionable  
C to show signs of cowardice  
D to act gracefully
- 5 To smell a rat  
A to experience bad smell  
B to misunderstand  
C to see a hidden meaning  
D to suspect a trick
- 6 To wash one's dirty linen in public  
A to do something ugly in public  
B to wash one's clothes in the open  
C to abuse the passers by  
D to discuss dirty and scandalous matter of personal nature in the presence of strangers
- 7 To look down upon  
A to look at something from a height  
B to search for something  
C to examine superficially  
D to scorn at
- 8 To pull the strings  
A to tighten up  
B to become alert  
C to manipulate  
D to act as a mediator
- 9 A red letter day  
A a day on which something dangerous took place  
B a day on which one fails in an enterprise  
C a day on which one achieves success in an enterprise  
D a day memorable for some joyful event
- 10 To read between the lines  
A to misunderstand  
B to read too much meaning into something  
C to see the writer's concealed meaning  
D to have bad eyesight

**Key** 1 A, 2 C, 3 C, 4 C, 5 D,  
6 D, 7 D, 8 C, 9 D, 10 C

**Exercise 73** Each of the following idioms is followed by four meanings, of which only one is correct. Choose the correct one.

- 1 A snake in the grass  
A a secret or hidden enemy  
B an unreliable person C a very dangerous snake  
D an unforeseen happening
- 2 Hobson's choice  
A excellent choice B first choice  
C foolish choice  
D No choice at all since that is the only thing to take or do
- 3 To meet one's Waterloo  
A to meet with humiliation  
B to die fighting C to make a vain effort  
D to take work from a weak horse
- 4 To fish in troubled water  
A to try to win advantage for oneself from a disturbed state of affairs  
B to aggravate the situation  
C to indulge in conspiracies  
D to face hardships and difficulties
- 5 To fight tooth and nail  
A to fight heroically B to fight a losing battle  
C to make every possible effort to win  
D to fight like a brute
- 6 A square deal  
A a profitable deal B a losing proposition  
C an untimely action  
D an honest and straightforward deal
- 7 A wet blanket  
A a comfortable thing B an unpleasant situation  
C a person whose presence damps enthusiasm  
D an unwelcome guest
- 8 A man of parts  
A a person who acts irregularly  
B a man of ability  
C a person who rapidly defects from one party to another  
D a worthless person
- 9 To die in harness  
A to die in an accident  
B to die while still in active service  
C to die while taking part in an adventure  
D to die in a battle
- 10 To make away with  
A to kill B to run away with  
C to win D to discover

**Key** 1 A, 2 D, 3 B, 4 A, 5 C,  
6 D, 7 C, 8 B, 9 B, 10 A

**Exercise 74** Each of the following idioms is followed by four meanings of which only one is correct. Choose the correct meaning.

- 1 Melting pot
  - A an earthen vessel
  - B a cooking utensil
  - C a witch's brewing pot
  - D a situation in which things are constantly changing
- 2 A good Samaritan
  - A a religious person
  - B a generally charitable person
  - C one who always abides by laws
  - D one who is very polite and courteous
- 3 The Alpha and Omega
  - A beginning and end
  - B a Greek song
  - C a Shakespearean play
  - D A Swiss watch
- 4 To rise like a Phoenix
  - A to behave in a royal fashion
  - B to rise angrily
  - C to rise with a new life
  - D to resemble a Phoenician
- 5 To blaze a trail
  - A to set on fire
  - B to blow the trumpet
  - C to act enthusiastically
  - D to initiate work in a movement
- 6 Gift of the gab
  - A a piece of good luck
  - B talent for speaking
  - C the quality of winning friends
  - D the quality of making quick money
- 7 (To be) cut to the quick
  - A to be quickly defeated
  - B to be cut down to size
  - C to be humiliated
  - D to be subjected to heavy losses
- 8 To give way
  - A to yield
  - B to abandon
  - C to announce
  - D to distribute
- 9 To have a bee in one's bonnet
  - A to have a crazy idea in one's head
  - B to be progressive in one's attitude
  - C to make a big achievement
  - D to wear a fashionable dress
- 10 At one's wit's end
  - A to be at one's wittiest self
  - B to be in a state of utter perplexity
  - C to be full of foolish ideas
  - D to be insane

**Key** 1 D, 2 B, 3 A, 4 C, 5 D  
6 B, 7 C, 8 A, 9 A, 10 B

**Exercise 75** Each of the following idioms is followed by four meanings of which only one is correct. Choose the correct meaning.

- 1 Against one's grain  
A against one's nature  
C unsuited to one's job  
B to one's advantage  
D against one's principles
- 2 At one's back and call  
A close by  
C under one's influence  
B at one's service  
D loyal and sincere to one
- 3 Bad blood  
A differences  
C ill feeling  
B quarrels  
D jealousy
- 4 A dark horse  
A an uncertain factor  
C an unknown genius  
B a very fast running horse  
D a stupid fellow
- 5 To cut the Gordian knot  
A to sever relations  
B to throw away the yoke of foreign rule  
C to undertake an adventure  
D to solve a difficult problem in a bold manner
- 6 To hit below the belt  
A to hit wide off the mark  
C to make an unfair attack  
B to hit damagingly  
D to kill
- 7 To play ducks and drakes with money  
A to invest money wisely  
C to make money grow fast  
D to spend money frugally  
B to squander money
- 8 On the spur of the moment  
A at the proper time  
C when the proper time is over  
D without getting any time to think  
B rapidly
- 9 To take the bull by the horns  
A to face danger  
C to check rumours from spreading  
D to inflict a crushing defeat upon the enemy  
B to restrain anger
- 10 To win laurels  
A to win a victory  
C to win an honour  
B to win a lottery  
D to realise one's ambition

**Key** 1 A, 2 B, 3 C, 4 C, 5 D,  
6 C, 7 B, 8 D, 9 A, 10 C.

**Exercise 76** Each of the following idioms is followed by four meanings, of which only one is correct. Choose the correct meaning.

- 1 To hold good  
A to be useful  
C to be effective  
B to hold firmly  
D to remain unaffected and unaltered

- 2 To turn the corner  
 A to defect B to pass the critical stage  
 C to die D to betray
- 3 To keep one's fingers crossed  
 A to wait expectantly B to act in a hostile manner  
 C to interfere in others' affairs unnecessarily  
 D to keep out of harm's way
- 4 to kick up a row  
 A to break a queue B to cause a disturbance  
 C to make a mischief D to act as a kill joy
- 5 Palmy days  
 A days of hectic activity  
 B days of prosperity and happiness  
 C unfortunate days  
 D days when everything is uncertain
- 6 Of the first water  
 A primitive B original  
 C useless D excellent
- 7 To hit the nail on the head  
 A to say just the right thing  
 B to act just at the right moment  
 C to speak hard words D to antagonise
- 8 To put on airs  
 A to be lost in day dreaming  
 B to act nobly C to look important  
 D to make plans for the future
- 9 To talk shop  
 A to talk of something interesting  
 B to bore others with one's talk  
 C to talk exclusively of one's own business  
 D to talk of relevant things
10. To go to the dogs  
 A to be ruined B to go begging  
 C to come to grief D to make excuses
- Key** 1 D 2 B 3 A 4 B 5 B  
 6 D 7 A 8 C 9 C 10 A

**Exercise 77** Sentences given below contain idioms or phrases which have been italicised. Below each sentence are given four alternative meanings of the idiom or phrase. Choose the one which most closely expresses its meaning.

- 1 He knows what side his bread is buttered  
 A knows how to chatter  
 B knows where his advantage lies  
 C knows the art of cooking  
 D knows how to butter a slice

2. He *had second thoughts* about going to Bombay  
 A is going to take somebody with him  
 B has planned very carefully  
 C has changed his mind      D has decided to go elsewhere
3. I can't *make head or tail* of Ami's story  
 A make out anything of      B see the beginning or end of  
 C appreciate      D agree to
4. There are many things about my brother's behaviour that I can't *account for*  
 A pay for      B relate      C enumerate      D explain
5. The villain took the helpless man to *an out of the way place* and murdered him there  
 A an inaccessible place      B a wayside place  
 C a secluded place      D a distant place
6. If a thief broke into our house our dog would *set upon* him  
 A growl at him      B lick him  
 C pounce upon him      D wag his tail
7. You must *keep your head* whatever happens  
 A be self respecting      B remain calm  
 C be honest      D concentrate
8. Luxuries like a T V set are *beyond my means*  
 A mean nothing to me      B are too expensive for me  
 C are not to my liking      D are not on my shopping list
9. When he was interrogated by the police officer, he *looked blank*  
 A grew pale      B was furious  
 C was puzzled      D had no money
10. His early experience of hardships *stood him in good stead* in his later life  
 A was not of much help to him  
 B stood in the way of his success  
 C placed him in a high place  
 D proved of great service

Key 1 B      2 C      3 A      4 D      5 C,  
       6 C      7 B      8 B      9 C,      10 D

### /      SPELLING

**Exercise 78** Choose the correct spellings

1. A Hinderanc      B Hindrance  
 C Hinderence      D Hinderance
2. A Omitted      B Ommited  
 C Omm tted      D Ometed
3. A Occurence      B Occurance  
 C Occurrence      D Occurance
4. A Professional      B Proffessional  
 C Profesional      D Profesional



- 5 A Quarreled  
C. Quarralled
- 6 A Appology  
C Apology
- 7 A Villian  
C Vilian
- 8 A Consentionous  
C Conscientious
- 9 A Humrous  
C Humorous
- 10 A Seperated  
C. Separated
- Key 1 B, 2 A, 3 C, 4 A, 5 D,  
6. B, 7 B, 8 B, 9 C, 10 C,

- B Quaralled  
D Quarrelled
- B Apology  
D Appology
- B Villain  
D Vilain
- B Conscientious  
D Consentionous
- B Humorus  
D Humourous
- B Sepercted  
D Seprated

**Exercise 79** Choose the correct spellings

- 1 A Parallel  
C Paralel
- 2 A Benefitted  
C. Benifitted
- 3 A Gazatte  
C. Gazete
- 4 A Baloon  
C Balloon
- 5 A Miscellaneous  
C Miscelanous
- 6 A Aggregate  
C Aggrigate
- 7 A Accomodation  
C Acommodation
- 8 A Adventerous  
C Adventurous
- 9 A Beurocracy  
C. Bureaucracy
- 10 A Persuit  
C. Pursuet
- Key 1 A, 2 A, 3 B, 4 C, 5 A,  
6 A, 7 D, 8 C, 9 C, 10 B,

- B Parrallel  
D Parralel
- B Benefited  
D Benifited
- B Gazette  
D Gazet
- B Ballon  
D Balon
- B Miscelaneous  
D Mislanious
- B Agregate  
D Agrigate
- B Acomodation  
D Accommodation
- B Advantutous  
D Adventuros
- B Burocracy  
D Buroocracy
- B Pursuit  
D Persuet

**Exercise 80** Choose the correct spellings

- 1 A Deceive  
C Dicerve
- 2 A Rece pte  
C Reciept
- 3 A Embarassed  
C. Embarased
- 4 A Vacum  
C. Vaccum
- B D cieve  
D D cieve
- B Receipt  
D Receit
- B Embarrassed  
D Embarrased
- B Vacume  
D Vacuum

## OBJECTIVE TYPE EXERCISES

- |    |                |                |
|----|----------------|----------------|
| 5  | A Satellite    | B Satellite    |
|    | C Satellite    | D Setellite    |
| 6  | A Schedu e     | B Schidule     |
|    | C Sche lulle   | D Schdule      |
| 7  | A Tranquiltv   | B Trenquility  |
|    | C Trinquility  | D Tranquillity |
| 8  | A Woollen      | B Woolen       |
|    | C Wollan       | D Woll-n       |
| 9  | A Acceleration | B Accelration  |
|    | C. Accelration | D Acceleration |
| 10 | A Catelogue    | B Cattelogue   |
|    | C Catlogue     | D Catalogue    |
- Key 1 A 2 B, 3 D, 4 D, 5 C,  
6 A 7 D 8 A, 9 D 10 D

## Exercise 81 Choose the correct spellings

- |     |                    |                  |
|-----|--------------------|------------------|
| 1   | A Ametur           | B Amature        |
|     | C Ameture          | D Amateur        |
| 2.  | A Oassion          | B Occasion       |
|     | C Occassion        | D Occession      |
| 3   | A. Referred        | B Refferred      |
|     | C. Refferred       | D Refered        |
| 4   | A Explanation      | B Explanation    |
|     | C Explanenation    | D Explaintion    |
| 5   | A Illiterasy       | B Illitracy      |
|     | C. Illiteracy      | D Illeterasy     |
| 6.  | A Interrupt        | B Interrupt      |
|     | C. Intrupt         | D Intrept        |
| 7   | A Assisten-re      | B Assistance     |
|     | C. Asistence       | D Asisistence    |
| 8   | A Buissness        | B Bussiness      |
|     | C. Business        | D Buissness      |
| 9   | A Suprintendent    | B. Suprintendant |
|     | C. Superint-andant | D Superintendent |
| 10. | A Prthatic         | B. Pathatic      |
|     | C Pathtic          | D Pathetic       |
- Key. 1 D 2 B, 3 A, 4 A, 5 C,  
6 B, 7 B, 8 C, 9 D, 10 D

## Exercise 82 Choose the correct spellings

- |    |                |               |
|----|----------------|---------------|
| 1  | A Indigenous   | B Indigen us  |
|    | C. Indig'erous | D Indeginus   |
| 2  | A Garantee     | B Garantty    |
|    | C Guararte     | D Guarar tee  |
| 3  | A Hypocrisy    | B Hypocresy   |
|    | C. Hipocrtisv  | D Hypoc'acy   |
| 4. | A. Preference  | B, Preference |
|    | C Preference   | D Praference  |

- |    |                |                 |
|----|----------------|-----------------|
| 5  | A Omele e      | B Omelette      |
|    | C Omlette      | D Omlate        |
| 6  | A Qorum        | B Quorem        |
|    | C Querum       | D Quorum        |
| 7  | A Acquisetion  | B Acquestion    |
|    | C Acquisition  | D Acquisition   |
| 8  | A Benefecient  | B Beneficient   |
|    | C Benificient  | D Beneficent    |
| 9  | A Acquantage   | B Acqueantance  |
|    | C Acquaintance | D Acquaintence  |
| 10 | A Remunration  | B Remeuneration |
|    | C Remeunration | D Remuneration  |
- Key 1 C 2 D 3 A 4 B 5 B  
6 D 7 D 8 D 9 C 10 D

**Exercise 83** In each of the groups of words given below one word is spelt wrongly. Choose the word

- |    |                   |                 |
|----|-------------------|-----------------|
| 1  | A Synopsis        | B Grammer       |
|    | C Programme       | D Dependence    |
| 2  | A Accumulate      | B Challenge     |
|    | C Beginning       | D Tolerent      |
| 3  | A Exclamation     | B Ecstasy       |
|    | C Welfare         | D Perseverance  |
| 4  | A Several         | B Skilful       |
|    | C Pavillion       | D Procedure     |
| 5  | A Volent          | B Haphazard     |
|    | C Hygiene         | D Fulfilled     |
| 6  | A Mercenery       | B Questionnaire |
|    | C Magnificent     | D Foretell      |
| 7  | A Lovable         | B Argument      |
|    | C Comittee        | D Conscience    |
| 8  | A Aesthetic       | B Councillor    |
|    | C Cemetery        | D Dictionery    |
| 9  | A Diagnosis       | B Athlete       |
|    | C Adress          | D Bungalow      |
| 10 | A Discliplenarian | B Dysentery     |
|    | C Nuisance        | D Messrs        |
- Key 1 B 2 D 3 A 4 C 5 CA  
6 A 7 C 8 D 9 C 10 A

**Exercise 84** In each of the groups of words given below one word is spelt wrongly. Choose the word

- |   |               |              |
|---|---------------|--------------|
| 1 | A Skeleton    | B Mischivous |
|   | C Maintenance | D Laborious  |
| 2 | A Jewellery   | B Fulfilment |
|   | C Existance   | D Demurrage  |
| 3 | A Liaison     | B Veteran    |
|   | C Statutte    | D Relevant   |

- |    |               |                  |
|----|---------------|------------------|
| 4  | A Perceive    | B Persuade       |
|    | C Privilege   | D Etiquette      |
| 5  | A Manoeuvre   | B Endeavour      |
|    | C Observance  | D Instalment     |
| 6  | A Earnest     | B Deliverance    |
|    | C Proprietary | D Temperament    |
| 7  | A Systematic  | B Supersede      |
|    | C Precede     | D Regrettable    |
| 8  | A Acceed      | B Acquiesce      |
|    | C Chargeable  | D Clientele      |
| 9  | A Corroborate | B Idiosyncrasy   |
|    | C Inoculation | D Characteristic |
| 10 | A Annihilate  | B Ameliorate     |
|    | C Ominous     | D Occurred       |

Key 1 B, 2 C, 3 C, 4 B, 5 B,  
6 C, 7 B, 8 A, 9 B, 10 B

**Exercise 85** In each of the groups of words given below one word is spelt wrongly. Choose the word

- |    |                  |                |
|----|------------------|----------------|
| 1  | A Barberous      | B Accessible   |
|    | C Binocular      | D Surely       |
| 2  | A Countenance    | B Neutritious  |
|    | C Extravagance   | D Felicitous   |
| 3  | A Laboratory     | B Lisenze      |
|    | C Obliterate     | D Affiliate    |
| 4  | A Adharence      | B Arbitrage    |
|    | C Accidentally   | D Across       |
| 5  | A Correspondence | B Controlable  |
|    | C Inaugurate     | D Municipal    |
| 6  | A Irreparable    | B Judgment     |
|    | C Ninty          | D Elementary   |
| 7  | A Forcast        | B Forgo        |
|    | C Omission       | D Villain      |
| 8  | A Preservance    | B Perseverance |
|    | C Procedure      | D Prevalent    |
| 9  | A Numerous       | B Resurrection |
|    | C Pneumonia      | D Promissary   |
| 10 | A Persistance    | B Permissible  |
|    | C Indispensable  | D Penalty      |

Key 1 A, 2 B, 3 B, 4 A, 5 B,  
6 C, 7 A, 8 C, 9 D, 10 A

**Exercise 86** In each of the groups of words given below, one word is spelt wrongly. Choose the word

- |   |              |               |
|---|--------------|---------------|
| 1 | A Restaurant | B Pyorrhoea   |
|   | C Profited   | D Remembrance |
| 2 | A Remittance | B Separate    |
|   | C Subcidy    | D Statutory   |

- |    |               |                |
|----|---------------|----------------|
| 3  | A Transferred | B Tuesday      |
|    | C Technique   | D Arithmetic   |
| 4  | A Gather      | B Together     |
|    | C Honorarium  | D Temperament  |
| 5  | A Platform    | B Partner      |
|    | C Posprous    | D Redeemable   |
| 6  | A Voluntary   | B Tenure       |
|    | C Uterance    | D Until        |
| 7  | A Writing     | B Tarriff      |
|    | C Sever       | D Reversible   |
| 8  | A Quarreled   | B Strategic    |
|    | C Picturesque | D Prosecute    |
| 9  | A Register    | B Therapeutics |
|    | C Venemous    | D Ventilator   |
| 10 | A Freight     | B Illuminate   |
|    | C Guarantee   | D Obedience    |

Key 1 B, 2 C, 3 A, 4 B, 5 C,  
6 A, 7 B, 8 A, 9 C, 10 B

**Exercise 87** In each of the groups of words given below one word *pelt* wrongly. Choose the word

- |    |                 |                 |
|----|-----------------|-----------------|
| 1  | A Foreigner     | B Personnel     |
|    | C Mathematician | D Curriculum    |
| 2  | A Pastime       | B Clientele     |
|    | C Comodity      | D Intercede     |
| 3  | A Alltogether   | B Repetition    |
|    | C Adjournment   | D Rehearsal     |
| 4  | A Equivalent    | B Illogical     |
|    | C Diagonal      | D Parashute     |
| 5  | A Boundary      | B Chauffeur     |
|    | C Sergeant      | D Beneficent    |
| 6  | A Deceitful     | B Sacrilege     |
|    | C Pulleys       | D Bureaucrat    |
| 7  | A Dignonal      | B Delinquent    |
|    | C Successor     | D Anoint        |
| 8  | A Leisurely     | B Counselor     |
|    | C Sirenuous     | D Encumbrance   |
| 9  | A Mediterranean | B Almight       |
|    | C European      | D Indeterminate |
| 10 | A Amature       | B Plaintiff     |
|    | C Twitching     | D Almanac       |

Key 1 C, 2 C, 3 A, 4 D, 5 B,  
6 A, 7 A, 8 B, 9 B, 10 A

## CLOZE TEST

(In this test a passage is given with some numbered blanks. At the end of the passage are given options to fill in these blanks. This test is devised not only to ascertain a student's knowledge of grammar and vocabulary but also his power to grasp the total meaning of the passage. To fill in some of these blanks it may be adequate to know the preposition following a certain verb, the proper form of a phrase, the precise meaning of a given set of words, etc. But it may be impossible to fill in some of the other blanks unless the passage has been understood in totality. Therefore the student should read the passage at least twice and comprehend its meaning before he concentrates on individual blanks.)

**Exercise 88** For each numbered blank space in the passage there are given at the end four words or phrases. Fill in the blanks with the most appropriate one

A 1 reverence for the past is bad and so also is a contempt for it, for no future 2 on 3 The present and the future 4 grew out of the past and 5 its stamp, and to forget this is to build without foundations and to cut off the 6 of national growth. It is to ignore one of the most powerful forces that 7 people. Nationalism is essentially a group memory of past achievements, traditions and experience, and nationalism is stronger today than it 8. Many people thought that nationalism had its day and must inevitably give place to the ever growing international tendencies of the modern world. Socialism with its proletarian background derided national culture as something tied up with decaying middle class. Capitalism itself became 9 international with its cartels and combines and overflowed national boundaries. Trade and commerce, easy communication and rapid transport, the radio and cinema all helped 10 an international atmosphere and to produce the delusion that nationalism was doomed.

- |                      |                   |                     |              |
|----------------------|-------------------|---------------------|--------------|
| 1 A formal           | B rigid           | C blind             | D orthodox   |
| 2 A is to be founded | B can be founded  | D should be founded |              |
| 3 A either of these  | B anyone of these | D everyone of these |              |
| 4 A obviously        | B naturally       | C actually          | D inevitably |
| 5 A bear             | B carry           | C keep              | D retain     |
| 6 A basis            | B foundation      | C roots             | D signs      |
| 7 A affect           | B inspire         | C influence         | D motivate   |
| 8 A has ever been    | B ever was        | D can ever be       |              |
| 9 A constantly       | B progressively   | D fully             |              |
| 10 A in creating     | B for creating    | D to create         |              |

**Key** 1 C 2 B, 3 A, 4 D 5 A,  
6 C 7 C 8 A 9 B 10 D

**Exercise 89** For each numbered blank space in the passage, there are given at the end four words or phrases. Fill in the blanks with the most appropriate one.

The earth and the sun are the sources of life and if we keep away from them for long life begins to ebb. 1 Modern industrialized communities have lost 2 touch with the soil and do not experience that joy which nature gives and the rich glow of health which comes from contact with mother earth. They talk of nature's beauty and go to seek it in occasional weekends, littering the countryside with the products of their own artificial lives but they cannot commune 3 nature or feel part of it. It is something to look at and admire because they are told to do so and then return with a sigh of relief to their normal 4 they might try to admire some classic poet or writer and then, 5 by the attempt return to their favourite novel or detective story where no effort of mind is necessary. They are not children of 6 nature like the old Greeks or Indians but strangers paying an 7 call on a scarce known distant relative. And so they do not experience that joy in nature's rich life and infinite variety and that feeling of being 8 alive which came to 9 to our forefathers.

- |                  |             |             |                |
|------------------|-------------|-------------|----------------|
| 1 A out          | B off       | C away      | D on           |
| 2 A a            | B an        | C the       | D no article   |
| 3 A with         | B by        | C to        | D on           |
| 4 A houses       | B haunts    | C places    | D buildings    |
| 5 A so that      | B so as     | C just as   | D as           |
| 6 A impressed    | B overcome  | C carried   | D carried away |
| 7 A the          | B a         | C an        | D no article   |
| 8 A embarrassing | B urgent    | C unlikely  | D untimely     |
| 9 A warmly       | B intensely | C naturally | D really       |
| 10 A inevitably  | B largely   | C strongly  | D naturally    |

**Key** 1 C 2 D 3 A 4 B 5 C  
6 C 7 D 8 A 9 B 10 D

**Exercise 90** For each numbered blank space in the passage there are given at the end four words or phrases. Fill in the blanks with the most appropriate one.

The arguments against a boarding school are, 1 very 2 in a school, many aspects of life do not appear. It is an artificial world whose problems are not those of the world. 3 A boy who is only home during the holidays when everybody makes a fuss 4 him is likely to acquire far 5 knowledge of life than a boy who is at home every morning and evening. This is at present less true of girls because more is demanded of them in many homes, but as their education becomes similar 6 that of boys, their home life also will become similar and their present greater knowledge of domestic affairs 7 disappear. 8 fifteen or sixteen, it is good for boys and girls to have a contact with the world outside. It is true, and it would interfere with education, but not too much. It is true, and it would interfere with education, but still some, lest they 9 to realize that the old people have their own interests and their importance in the school, only young people 10 and it is for them that everything is done. In holidays, the atmosphere of home is apt to be dominated by the young people. 11 they tend to become arrogant and hard, ignorant of the problems of adult life, and quite aloof from their parents.

- |                  |               |                 |              |
|------------------|---------------|-----------------|--------------|
| 1. A. still      | B. yet        | C. however      | D. surely    |
| 2. A. minor      | B. ridiculous | C. considerable | D. urgent    |
| 3. A. at large   | B. in reality | C. in general   | D. of course |
| 4. A. of         | B. with       | C. on           | D. over      |
| 5. A. lesser     | B. greater    | C. less         | D. more      |
| 6. A. with       | B. to         | C. like         | D. as        |
| 7. A. can        | B. will       | C. should       | D. ought to  |
| 8. A. should     | B. should not | C. might        | D. might not |
| 9. A. live       | B. stay       | C. try          | D. count     |
| 10. A. therefore | B. so         | C. consequently | D. as such   |

Key. 1. C; 2. C; 3. A; 4. D; 5. C;  
6. B; 7. B; 8. A; 9. D; 10. C

**Exercise 91.** For each numbered blank space in the passage, there are given at the end four words or phrases. Fill in the blanks with the most appropriate one.

Earthquakes occur .. 1 ... and cause considerable loss of life. They are .. 2 .. preceded by atmospheric changes which .. 3 ..... the intellectual faculties of human beings. They create excitement and encourage men to become superstitious. The repetition of such events only strengthens their superstition. In Peru, where earthquakes are common, the people are stricken ... 4 . fear, anxiety and helplessness and ascribe everything..... 5 ...superhuman power. In Europe, the people of Italy, Spain and Portugal, where earthquakes are more frequent than in any other European country, are more superstitious. It is in these countries that clergy has firmly established ..... 6 .... hold. Further, Italy and Spain have produced the greatest painters and sculptors because these fine arts ..... 7 . more to imagination than to intellect. These countries have..... 8... - produced men of science but their number is..... 9... in comparison to that of artists and poets. The reasoning faculties of the people of these countries have been weakened which will be . . 10 .. from the fact that hardly any name of the highest merit is found in the field of natural sciences.

- |                  |                    |
|------------------|--------------------|
| 1. A. naturally  | B. all of a sudden |
| C. of course     | D. unexpectedly    |
| 2. A. inevitably | B. surely          |
| C. usually       | D. always          |
| 3. A. effect     | B. affect          |
| C. influence     | D. damage          |
| 4. A. with       | B. of              |
| C. to            | D. by              |
| 5. A. on         | B. by              |
| C. with          | D. to              |
| 6. A. its        | B. it's            |
| C. their         | D. the             |
| 7. A. pertain    | B. relate          |
| C. appeal        | D. concern         |
| 8. A. hardly     | B. rarely          |
| C. strongly      | D. no doubt        |
| 9. A. less       | B. small           |
| C. insignificant | D. immaterial      |
| 10. A. evident   | B. explained       |
| C. emphasised    | D. understood      |

Key. 1. B; 2. C; 3. B; 4. A; 5. D;  
6. A; 7. C; 8. D; 9. B; 10. A.



**Exercise 92** For each numbered blank space in the passage there are given at the end four words or phrases. Fill in the blanks with the most appropriate one.

To avoid the various foolish opinions to which mankind is 1 , no 2 genius is required. 3 simple rules will keep you not from all error, but from silly error.

If the matter is one that can be settled by observation, make the observation yourself. Aristotle could have avoided the mistake of thinking that women have 4 teeth than men by the simple 5 of asking Mrs. Aristotle to keep her mouth open while he counted. He did not do so because he thought he knew. Thinking that you know when in fact you don't is a 6 mistake to which we are all prone.

Many matters, however, are less easily brought to the test of experience. If like most of mankind you have passionate convictions on many such matters, there are ways in which you can make yourself aware of your own 7. If an opinion contrary to your own makes you angry, that is a sign that you are subconsciously aware of having no good reason for thinking as you do. The most savage controversies are those about matters as to which there is no good evidence either way. 8 is used in theology, not in arithmetic, because in arithmetic there is knowledge but in theology there is only 9. So, whenever you find yourself getting angry about a difference of opinion, be on your guard; you will 10 find on examination, that your belief is going beyond what the evidence warrants.

- |    |                |             |                    |               |
|----|----------------|-------------|--------------------|---------------|
| 1  | A, apt         | B prone     | C likely           | D inclined    |
| 2  | A supernatural | B supreme   | C superb           | D superhuman  |
| 3  | A few          | B very      | C a few            | D the few     |
| 4  | A lesser       | B smaller   | C fewer            | D less        |
| 5  | A devise       | B device    | C plan             | D scheme      |
| 6  | A fatal        | B fateful   | C fatalistic       | D factual     |
| 7  | A perversion   |             | B preposterousness |               |
|    | C bias         |             | D flipping         |               |
| 8  | A proscution   |             | B proscription     |               |
|    | C prescription |             | D persecution      |               |
| 9  | A belief       | B opinion   | C ideology         | D imagination |
| 10 | A of course    | B certainly | C naturally        | D probably    |

Key 1 B, 2 D, 3 C, 4 C, 5 B,  
6 A, 7 C, 8 D, 9 A, 10 D

## Precis-Writing

A *Precis* may be defined as 'a concise and clear statement embodying in a connected and readable shape the substance of a longer passage'.

Precis-writing is virtually an art, and a difficult one. Whether a student will be able to turn out a good *precis* will ultimately depend upon his grasp of the passage and his expression. The various steps of *precis* writing suggested below simply guide the student how to proceed.

### How to Write a *Precis*

*Step 1* Read the passage thoroughly. Try to get a general idea of the theme of the passage.

*Step 2* Read the passage again. Underline all the important ideas. Grasp the entire meaning of the material.

*Step 3* Rewrite in fewer words what the author has said. If desirable, write in the form of points. Use your own language as far as possible.

*Step 4* Re read the passage. Compare your points with the passage to make it sure that no important point has been overlooked and nothing insignificant or superfluous has been included.

*Step 5.* With the help of these points, put down the sum and substance of the passage in a well connected and readable paragraph. This is your rough draft.

*Step 6* Count the words in your rough draft. You are normally required to reduce the original passage to about one third of its length. Make necessary alterations in your rough draft to give it the required length.

*Step 7* Review and rephrase your rough draft wherever desirable. The three things you have to keep in mind are the accurate reproduction of the facts contained in the original passage and clarity and economy in your expression.

*Step 8.* Give your *precis* a suitable heading.

### General Instructions and Hints

1. It is very important to find out the central idea or the theme of the passage. Soon you will be analysing the passage to separate the major points from the minor ones, and the various points become major or minor only in relation to the central or main theme of the passage. In any case, it is of utmost importance to select what is pre eminently relevant and discard what has a remote bearing on the subject.

2. Students often think that writing a precis consists in deleting a few sentences and jotting down the rest in the form of a paragraph. Every passage has its own logic and its own structure, and if you delete a few sentences here and there, its original structure will collapse and you will produce something insipid and incoherent. Precis writing is not the art of deletion; it is the art of remodelling.

3. Brevity is the soul of precis writing. But brevity is not to be achieved at the cost of clarity. If the addition or retention of a few words adds to the clarity of your precis, they should be included by all means. Excessive economy, leading to ambiguity or obscurity, must be avoided.

4. Your precis should be fairly intelligible even to a person who has not gone through the original passage. This is extremely important. He who is familiar with the original passage, of course, enjoys an additional advantage. He is in a position to compare the two versions and find out how far you have faithfully reproduced the facts or the spirit of the original passage. But he who has not read the original passage has to judge your performance only from what you have written.

5. Precis has to be written, as far as possible, in your own words. Precis writing is a test as much of your comprehension as of your expression. Besides while summarising the original ideas you will often find that the language of the passage is more a hindrance than a help. You cannot help retaining a few significant phrases or technical terms but be sure that the sentence structure is entirely your own.

6. The precis is always written in the third person. If the author has used the autobiographical form of narration or description, you should change the form. You should begin your precis with 'The author says'. Secondly, you should avoid the use of direct speech in your precis. The use of indirect speech will make it more compact.

7. You are not supposed to give any comments, appreciative or critical, on the ideas expressed in the passage. Your job is faithfully to interpret and not to evaluate the mind of the author. You are reproducing—briefly and relevantly—and not creating.

8. Unless otherwise indicated, you are supposed to reduce the passage to one third of its original length. One third is not a very sacred fraction and you need not get unnecessarily scared if your precis exceeds this length by a few words or you have used slightly fewer words. All along, your emphasis should be on accuracy, clarity and brevity.

9. It is desirable to indicate the number of words in your precis at the end.

Some suggestions for achieving brevity

1. Try to replace clauses by phrases and phrases by words. To a considerable degree can be replaced by considerably. Gave expression to can be changed to expressed. A permanent arrangement could be

substituted for an *arrangement of a permanent nature* Read the following examples carefully

(a) The two men were on terms of the most friendly and intimate character, but they were not interested in the same things, and the occupations in which each of them was engaged were of a very different nature

This could be summarised as

The two men were intimate friends but their interests and occupations were different

(b) He behaved in such an outlandish manner that we were greatly alarmed and wondered whether he had taken leave of his senses.

This could be rewritten as

His outlandish behaviour made us doubtful of his sanity

(c) It is not fair or just in the interest of the consuming public that any commercial concern should acquire the sole power of trading in some particular article to the exclusion of its rivals

This could be summarised as

It is unfair to the consuming public that any commercial concern should monopolise a particular trade

Learning one word substitutions can also be of much use For example the *other powers refused to recognise the man who had wrongfully seized the throne* could be changed to *the other powers refused to recognise the usurper* Similarly, *General Aurora demanded a surrender to which no conditions could be attached* should be changed to *General Aurora demanded an unconditional surrender* Again the *saint made an utterance which showed remarkable power of prediction* could better be written as *the saint made a prophetic utterance*

2 Avoid all unnecessary repetition

(a) It was decided to allow only our own college students to participate in the seminar and not to invite any external participants

Here *and not to invite any external participants* is unnecessary repetition

(b) The patient kept tossing in the bed throughout the night and got some sleep only after the daybreak

In this sentence *and got some sleep only after the daybreak* is repetition

3 Linking of various sentences is very useful It brings not only conciseness but also force to your expression

(a) *There were many fishermen's cottages They extended along the harbour wall At night their lights were reflected in the water*

These three separate, simple sentences could be written as one complex sentence

Lights from the fishermen's cottages extending along the harbour wall were reflected in the water at night

(b) *I made an attempt to escape I chose a cloudy night My captors were celebrating the success*

These sentences could be linked as follows

One cloudy night, while my captors were celebrating their success I made my attempt to escape

4. While writing a precis, examples, comparisons, contrasts, digressions and mere details are omitted.

(a) We can learn a good deal about people from the way they speak. Their dispositions and moods inevitably betray themselves in their speech and gesture. One man speaks from the lips outwards; the rest of his face, his body, his limbs are static. Another makes so much use of gesture and facial change that you feel you are attending an opera.

The passage given above contains examples which could be omitted while summarising it.

(b) The two branches of this factory are located at a distance of half a mile from each other. A number of workers keep rushing between the two buildings. The street connecting them is as full of workers as a busy shopping centre is full with customers.

The last sentence in the passage quoted above contains a comparison which could safely be omitted.

(c) A schoolboy may day dream of plates piled high with food, a young dancer of applauding crowds, a businessman of government contracts. Brown's day-dreams were, however, different. He thought only of rockets.

The writer of the above passage simply wanted to say that Brown was always thinking of rockets. The rest of the things mentioned only by way of contrast could easily be omitted while summarising this passage.

(d) My father brought home an ash-tray. It was made of glass. It was in the shape of a nightingale. I have always been fascinated by the song of a nightingale. Unfortunately the maid dropped the ash-tray the very next morning and it was shattered to pieces.

Here the subject of the passage is the ash-tray. *I have always been fascinated by the song of a nightingale* is a mere digression.

(e) Before he became a verger, he had been a domestic servant. For two years he had worked as a footman. Next he was a butler in the house of a rich widow. After this he became the head butler at the house of an ambassador with two other persons working under him. Finally, he joined the St. Peter's Church.

The above passage contains unnecessary details of what this man had been doing before he was appointed as the verger at the church. These details should be omitted.

### Solved Examples

1. The graduate of a school of architecture expects to be an architect; the graduate of a dental school expects to be a dentist. But the graduate of a liberal arts college, what is he fit for? The very purpose of his training is to make him larger than any special task and to enable him to change, if need be, from one task to another without serious loss. The small man knows in his first year in the college just what he is going to do. His range is narrow and his possibilities so few that life stretches before him as the steel track lies sharp and clear before the locomotive driver. But the larger a man is, the greater his perplexity on the day of his graduation from college. We congratulate him that he does not possess the certainty of a one-track mind.

(144 words)

(Stretch—to extend, Perplexity—confusion, One track mind—mind that is fit to do only one type of work)

**Hints** The passage compares professional education with liberal education. The future of professional students is well defined but their scope is narrow, students with liberal education find their future vague but their scope is quite wide.

**Precis**

### Professional Education vs Liberal Education

Professional students, with specialized training, find their future determined once for all. Their scope is narrow but well defined. The students of liberal arts, however, for want of any specialized training, find their future obscure. Nevertheless they enjoy a distinct advantage. Their mind is saved from being one-track and they can change jobs without much loss. (55 words)

2 Misers are generally characterized as men without honour or without humanity, who live only to accumulate, and to this passion sacrifice every other happiness. They have been described as mad-men who in the midst of abundance banish every pleasure, and make from imaginary wants real necessities. But few, very few, correspond to the exaggerated picture, and perhaps there is not one in whom all these circumstances are found united. Instead of this we find the sober and the industrious branded by the vain and the idle with the odious appellation, men who by frugality and labour raise themselves above their equals and contribute their share of industry to the common stock.

Whatever the vain or the ignorant may say, well were it for society had we more of this character among us. In general these close-fisted men are found at last the true benefactors of society. With an avaricious man we seldom lose in our dealings, but too frequently in our commerce with prodigality. (164 words)

(Characterized—described, Accumulate—collect hoard, Banish—turn out, reject, Exaggerated—overstated, in unduly magnified terms, Sober—serious, Odious appellation—contemptuous title, Frugality—thrift, Benefactors of society—people who do good to the society, Avaricious—greedy, here miserly, Prodigality—extravagance)

**Hints**

- 1 Misers are often described as dishonourable and inhuman.
- 2 Very few misers deserve to be condemned like that.
- 3 They are serious and industrious people and do good to the society.
- 4 It would be good for the society if there were more misers.
- 5 Misers don't cheat us, spendthrifts do.

**Precis**

### Even Misers Do Us Good

Misers are generally considered dishonourable and inhuman, living only for wealth. Very few misers indeed deserve this condemnation. Often serious and diligent people who benefit both themselves and

society are called miserly by the vain and idle. In fact, it would be good for society to have more misers. Besides, misers do not cheat others as spendthrifts are apt to do. (61 words)

3. Gandhi does not reject machinery as such. He observes, 'How can I be against all machinery when I know that even this body is a most delicate piece of machinery? The spinning wheel is a machine, a little tooth pick is a machine. What I object to is the craze for machinery, not machinery as such. The craze is for what they call labour saving machinery. Men go on saving labour till thousands are without work and thrown on the open streets to die of starvation. I want to save time and labour, not for a fraction of mankind, but for all. I want the concentration of wealth, not in the hands of a few, but in the hands of all. Today machinery merely helps a few to ride on the back of millions. The impetus behind it all is not the philanthropy to save labour but greed. It is against this constitution of things that I am fighting with all my might. The machine should not tend to atrophy the limbs of man. Factories run by power-driven machinery should be nationalised, state-controlled. The supreme consideration is man.' (186 words)

(Impetus—incentive. Philanthropy—love for mankind. Atrophy—to waste away.)

#### Hints

1. Gandhi was not against machinery but its evil consequences.
2. The use of machinery drives millions to starvation.
3. Wealth is concentrated in a few hands.
4. Gandhi recommended nationalisation of industry.

#### Precis

##### Gandhi's Views on Machinery

Gandhi was not indiscreetly prejudiced against machinery. Only he did not like the evil consequences of the craze for machinery. He did not like machines replacing human beings, nor did he approve of the concentration of wealth in a few hands as a result of large scale industrialization. He recommended nationalisation of power-driven machinery so that its benefits could be enjoyed by all. (68 words)

4. We businessmen have the key in building a new and progressive capitalism. We say we are for a greater middle class economy, which means having fewer people at the bottom, fewer at the top and more in the middle. Then what is wrong with a decent minimum wage? That's one way of lifting the standards of those at the bottom, is it not? It's one way of moving more people to the middle.

We say we regret to see slack times and seasonal employment. We say we are for steadier jobs. Then what's wrong with the annual wage? That's what is meant—doesn't it—steady jobs.

We say we really want to see more diffusion of the good things of the world. Then what's wrong with profit-sharing? What's wrong with giving our workers a real incentive to produce more for their own profit and for yours? We all say we want better homes and better education for everybody, that we want higher health standards and

security for all in the declining years, that we want all the things which spell real prosperity for all the people

If we truly want them, there must be found ways to bring them about. I don't say the means that I've suggested are cure all. I do say they are things we businessmen must think about if we are to see a future for ourselves in terms of a future for others. (235 words)

(Slack times—periods when business is dull and employment is low, Diffusion—extension, distribution, Declining years—old age)

Hints

The passage suggests the role businessmen can play in making capitalism a progressive force. They can banish poverty and make life happier and surer.

Precis

### Capitalism as a Progressive Force

Businessmen can make capitalism a progressive force by building a new middle class society which shall absorb both the rich and the poor into it. They can do so by giving permanent employment, a decent minimum wage and security of service to workers, and also by making only reasonable profits. Everyone should receive good education, possess sound health and enjoy comforts of life. Businessmen should, therefore, find such ways and means as would make everybody a future bright. (76 words)

5. A great part of Arabia is desert. Here there is nothing but sand and rock. The sand is so hot that you cannot walk over it with your bare feet in the day time. Here and there in the desert are springs of water that come from deep down under the ground—so deep that the sun cannot dry them up. These springs are few and far apart, but wherever there is one, green grass very soon covers the ground all around it. Soon fig trees and palm trees grow tall and graceful, making a cool, green, shady place around the spring. Such a place is called an oasis.

The Arabs who are not in the cities live in the desert all the year round. They live in tents that can be put up and taken down very easily and quickly so that they can move from one oasis to another, seeking grass and water for their sheep, goats, camels and horses. These desert Arabs eat ripe, sweet figs and also the dates that grow upon the palm trees, they dry them too, and use them as food all the year round.

These Arabs have the finest horses in the world. An Arab is very proud of his riding horse, and loves him almost as much as he loves his wife and children. He never puts heavy loads upon his horse and often lets him stay in the tent with his family.

The camel is much more useful to the Arab than his beautiful horse, however, for he is much larger and stronger. One camel can carry as much as or more than two horses. The Arab loads the camel with goods and rides him, too, for miles and miles across the desert—just as if he were really the "Ship of the Desert", which he is often called.

(319 words)

(Oasis—a fertile spot or tract in a sandy desert)



## Hints

1. Arabia is mostly a hot, sandy desert
2. Occasionally one comes across an oasis
3. The Arabs live in tents and eat figs and dates
4. They love their horses and do not treat them as beasts of burden
5. In Arabia camel is used to carry loads

## Precis

## Life in Arabia

Arabia is mostly a desert, so hot that it is impossible to walk over it barefooted during the day. Occasionally however, one comes across a fertile patch, an oasis, with a deep spring, tall, graceful, shadowy fig and palm trees on its banks and green grass growing all around it. The Arabs are nomads. They live in portable tents and eat figs and dates. They also preserve dates. Arabian horses are the finest in the world. The Arabs deeply love their horses and never treat them as beasts of burden. In fact it is the camel rightly called the ship of the desert, that is used to carry goods. (110 words)

6. Men like women with make up and fingernail polish—at least I have never seen one that didn't. I know several who proclaim their distaste loudly but never see them with any women who match their described ideal. There is really no reason why we should not use decorative materials on our faces and hands as well as in our houses or anywhere else. But there is a point of nicety in when and where and how we put the stuff on. I may be a little stiff on the subject; but to me it is just as bad manners to make up in public as it is for a man to start paring his nails, or picking his teeth. If I were man, and the girl I was with started patching up her face in public, I would calmly get out my nail file and start to work. Getting dressed in public or attending to the intimate details of one's appearance in front of others are all of a piece. Not only because of the intimacy of it, but chiefly because the powdering and painting lady should have her mind on the person she is with instead of on herself. The implied rudeness doesn't seem to dawn on lots of women. I wish it would. The men like to idealize women, whether they admit it or not. They like to imagine that the lovely creatures just grew naturally the way they look. I think it always comes as a little shock to a man who has somehow convinced himself that his lady's beauty is peculiarly her own—even her large scarlet mouth and shadowed eyes—to see her make it all so impersonal and mechanical right before his eyes. (128 words)

(*Stiff*—strict, *Patching up the face*—applying powder on the face in order to mend the appearance, *Implied*—expressed indirectly, *To dawn on*—to occur to)

Hint. The author justifies make-up but asserts that there is a time and place for it. Make up in public is undesirable. Make-up in the presence of men both insults and disillusiones them.

## Precis

## On the Art of Make-up

Since men like women with make-up, there is no reason why this art should be condemned as undesirable or unjustified. But it calls for

the observance of certain niceties First, it is as bad manners to make up as to get dressed in public Secondly, a lady mending her appearance in the presence of a man gives him feeling that she thinks more of her own appearance than of his company Finally, men like to think that beautiful women are naturally beautiful and make up in their presence not only disillusion them but gives them a rude shock also (97 words)

7 Most people when asked what spiritual quality is needed to rebuild civilization will reply 'love' Men must love one another, they say, nations must do likewise

Respectfully but firmly I disagree Love is a great force in private life but love in public affairs does not work It has been tried again and again and it has always failed The idea that nations should love one another, or that marketing boards should love one another, or that a man in Portugal should love a man in Peru of whom he has never heard is absurd, unreal, dangerous It leads us into perilous and vague sentimentalism Love is what is needed', we chant and then sit back and the world goes on as before The fact is that we can only love what we know personally And we cannot know much In public affairs in the rebuilding of civilization something much less dramatic and emotional is needed, namely, tolerance Tolerance is a very dull virtue It merely means putting up with people, being able to stand things No one has written an ode to tolerance, or raised a statue to her Yet this is the quality which is most needed This is the sound state of mind which we are looking for This is the only force which will enable different races and classes and interests to settle down together to the work of reconstruction (234 words)

(*Perilous*—dangerous, *Vague*—not clear, *Chant*—recite)

### Hints

- 1 Many people think we need love for rebuilding civilization
- 2 But love can be effective only in personal affairs
- 3 The author thinks that for peaceful co existence among nations, we need a dull virtue like tolerance

### Precis

#### The Importance of Tolerance

It is erroneous to think that the spiritual virtue needed most to rebuild civilisation is love Love may be a great motivating force in private sphere, but in national and international affairs it is tolerance and not love that is of supreme importance We love only what we personally know and it would be vain sentimentalism to expect people belonging to different nations to love one another Tolerance may be a passive, unimposing and hence hardly appreciated virtue, but it can enable nations to enjoy peaceful co existence (83 words)

8 There are two kinds of popularity which I will call intimate and long-distance popularity; and the first is far more real than the second A man who is intimately popular is liked by those who know him, a man who is popular at long distance has by some means, succeeded in propagating a favourable notion of himself among those who do not know him The two kinds of popularity may go together, but often they are separate, and the man who enjoys long-distance popularity is disliked at close quarters.

Intimate popularity is always a proof of some virtue. If a man is liked by those who meet him, he may have many defects and even vices, but still he is liked for a cause, even though it be unknown to those who like him. His society gives pleasure, and it does so because he himself takes pleasure in the society of others, which means that he is disposed to like rather than to dislike them. It is to him a pleasure to meet those he has never met before—he expects to find them good company and therefore is good company himself. He is ready to take risks in social intercourse and will not wait to discover whether you are a bore before he opens out to you. He is in fact, sanguine about human nature and we like those who are sanguine, especially about ourselves more than those who despond, they fill us with their own vitality and make us sharers in all their own enjoyment. (257 words)

(*Intimate popularity*—popularity in a close circle, *Long-distance popularity*—popularity among the people one does not know personally, *Propagating*—popularising, *Notion*—idea, *Social intercourse*—social dealings, *Sanguine*—hopeful optimistic, cheerful, *Despond*—to be dejected, *Vitality*—liveliness)

#### Hints

1. Popularity may be intimate or long distance
2. Intimate popularity is a personal affair and it calls for some virtue
3. Long-distance popularity often involves tact
4. One who enjoys intimate popularity must be amiable sociable and cheerful. He may be possessing some vices as well but he is loved by people in spite of his vices

#### Precis

##### Intimate Popularity vs. Long distance Popularity

Popularity may be either intimate or long-distance. Intimate popularity, rather a personal affair, is the only genuine popularity. One who is intimately popular is amiable, sociable and cheerful. He exudes exuberance and gaiety which enwrap the people in his contact and dispel their gloom. These virtues override any vices he might possess and people adore him in spite of his vices. But long distance popularity is often a tact or a myth, and those who enjoy such popularity are usually disliked in their intimate circles. (85 words)

9. Socrates had many disciples, and the greatest of these was Plato. Plato wrote many books which have come down to us and it is from these books that we know a great deal of his master, Socrates. Evidently, governments do not like people who are always trying to find out things, they do not like the search for truth. The Athenian Government—this was just after the time of Pericles—did not like the methods of Socrates and they held a trial and condemned him to death. They told him that if he promised to give up discussions with people and changed his ways they would let him off. But he refused to do so and preferred the cup of poison which brought about his death, to giving up what he considered his duty. On the point of death almost he addressed his accusers and judges, the Athenians and said:

"If you propose to acquit me on condition that I abandon my search for truth, I will say, 'I thank you, O Athenians, but I will obey God who, as I believe, set me this task, rather than you, and so long as I have breath and strength, I will never cease from my occupation with philosophy' I will continue the practice of accusing whomsoever I meet and saying to him, 'Are you ashamed of setting your heart to wealth and honour, while you have no care for wisdom and truth making your soul better? I know not what death is. It may be a good thing. I am not afraid of it. But I know it is a bad thing to desert one's post and I prefer what may be good to what I know to be bad'" (276 words)

(Disciple—pupil, Abandon—give up, Cease—stop, Desert—forsake)

**Hints** Socrates was tried by the Athenian Government for his devotion to truth. He preferred death to forsaking his beliefs. His last words reiterated his faith in God and condemned the people's indifference to spiritual values.

**Precis**

### Socrates' Love of Truth

It is from Plato's works that we know Socrates. Governments do not like those who, like Socrates, are devoted to truth. The Athenian Government tried him and declared that he could be pardoned if he gave up his discussions with people. Else, he stood condemned to death. But Socrates preferred death to giving up his duty and willingly drank poison.

Socrates' last words expressed his faith in God and his determination to follow the path of truth. He said that while yet alive, he would cry shame on those who were pursuing worldly interests and were indifferent to spiritual values. He said that he was afraid not of death but of deserting truth. (113 words)

10 The real indictment against colonialism was to be found in the villages of India. The towns and cities were frothing with unhappy youngmen, cultured and well educated, who could find no jobs and were not allowed by the old superstructure of empire to create them. But the real proof of evil was in the miserable villages. I thought I had seen poverty enough in China, yet when I saw the Indian villages I knew that the Chinese peasant was rich in comparison. Only the Russian peasant I had seen years before could compare with the Indian villager, although the Russian was a very different creature and inferior in many ways. For the Indian peasant was like the Chinese in being a person innately civilized. The maturing culture of an organised human family life and profound philosophical religions had shaped his mind and soul, even though he could not read and write. And the children, the little children of the Indian villages, how they tore at my heart, big bellied, and all with huge, sad, dark eyes! I wondered that any Englishman could look at them and accuse himself. Three hundred years of English occupation and rule and could there be children like this? I loved England, remembering all the happy journeys there but in India I saw an England I did not know. And I was forced to see that if the English were in many ways the finest people on earth, a

people who blazed the way for all of us to achieve the right of men to rule themselves if colonialism could so corrupt even these, then indeed none of us could dare to become the rulers of empire (280 words)

(*Indictment*—accusation *Frothing with*—full of *Innately*—naturally *Blaze*—to show the way)

**Hint** The passage deals with the miserable poverty of the Indian villages on account of British colonialism. Indian peasants are naturally cultured but colonialism has reduced their children to a wretched plight. The author says that this evil attending upon colonialism should deter all those who aspire to imperialism.

**Precis**

### The Evil of Colonialism

The author says that he has witnessed a lot of poverty in Russian and Chinese villages but its worst aspect is seen in the Indian villages on account of prolonged colonialism. Indian peasant though illiterate is naturally cultured but colonialism has reduced his children to an awfully wretched state. British imperialism brings spiritual disgrace both to the ruler and the ruled. It should be a deterrent to the aspiring imperialists. (70 words)

11 In the world of human affairs there is no worse nuisance than a boy at the age of fourteen. He is neither ornamental nor useful. It is impossible to shower affection upon him as on a little boy and he is always getting in the way. If he talks with a childish lisp he is called a baby, and if he answers in a grown up way he is called impertinent. In fact any talk at all from him is resented. Then he is at the unattractive, growing age. He grows out of his clothes with indecent haste, his voice grows hoarse and breaks and quivers, his face grows suddenly angular and unsightly. It is easy to excuse the shortcomings of early childhood but is hard to tolerate even unavoidable lapses in a boy of fourteen. Then the lad himself becomes painfully self-conscious. When he talks with elderly people he is either unduly forward or else so unduly shy that he appears ashamed of his very existence.

Yet it is at this very age when in his heart of hearts a young lad most craves for recognition and love, and he becomes devoted slave of any one who shows him consideration. But none dare openly love him for that would be regarded as undue indulgence and, therefore, bad for the boy. So what with scolding and chiding he becomes very much like a stray dog that has lost his master.

For a boy of fourteen his own home is the only paradise. To live in a strange house with strange people is little short of torture, while the height of bliss is to receive the kind looks of women and never to be slighted by them. (283 words)

(*Ornamental*—decorative, *Impertinent*—rude, insolent, *Hoarse*—heavy, rough and husky *Quiver*—to tremble, to shiver, *Angular*—pointed, bony, *Unsightly*—ugly, *Lapse*—slip *Indulgence*—unduly favourable treatment, *Torture*—extreme pain, anguish)

**Hints**

- 1 A boy at the age of fourteen is a big nuisance.
- 2 He is neither a child nor a grown up.

3. His shortcomings are not excused.
4. His physical appearance is rather clumsy,
5. He is self-conscious.
6. He craves for affection.
7. The security of his home and the love of women are the greatest blessings for him

## Precis

## A Boy at the Age of Fourteen

A fourteen year old boy is considered to be a big nuisance. Whether he talks like a child or like an adult, he is frowned at. Even his unavoidable shortcomings are not excused. It being the growing age, his physical appearance is rather clumsy. Then he is extremely self-conscious in his behaviour. He craves for affection but no one loves him openly, for such a love is condemned as undue indulgence. The boy is subjected to unnecessary chiding that unsettles his mind. For a boy at this age, the security of his own home and the love of women are the greatest blessing (103 words)

12. Democracy, a word which has come down to us from Ancient Greece, means literally "the supreme power or authority of the people and it embodies the political conception expressed by Abraham Lincoln at Gettysburg in his famous declaration that 'Government of the people by the people, for the people, shall not perish from this earth.'" But though democracy is an old word, the sense in which we use it today is new. Communities of free people ruled by leaders elected at frequent intervals are not unknown in ancient history, and the most commonly quoted examples are the Roman Republic and the Greek City States. But these early instances of democracy are not really comparable with our own system, if only because all of them sooner or later, and some from the very beginning, were founded upon slavery, upon a gradation of political rights between various classes, and upon the complete exclusion of women from all political rights. Democracy in the modern sense is no more government by a class or by a sex than it is a government by a single individual.

On the other hand, autocracy or dictatorship in the modern sense is as old in practice as it is in name. It can be proved that the course of extreme political systems follows the same dangerous and disastrous lines, no matter under what provocation or with what benevolent intentions they may have been started.

The history of all extreme forms of government is practically a history of persecution. Any government not founded upon the principle of popular control is bound to resort to practices which offend modern ideas by their ferocity, their stupidity, or their triviality.

Ancient dictators thought it as dangerous to allow any divergencies from the official views as modern dictators think it dangerous to allow any body to read or to hear anything which does not conform to the official doctrine of the moment. (320 words)

(Conception—idea, Perish—to die, Instances—examples, Autocracy—government by one man; Provocation—something that challenges to action, Benevolent—noble, generous, Persecution—cruelty, torture, Ferocity—fierceness, Triviality—the quality of being unimportant; Divergencies—differences; Doctrine—principle,)

**Hints**

- 1 Democracy is a Greek word, literally meaning 'a people's government'
- 2 Modern democracies are not comparable to the Greek City States, for they were founded on slavery. They deprived a number of sections from political rights
- 3 Dictatorship, as old as democracy, follows extremism in politics and lands in tyranny and folly

**Precis****A Word about Democracy and Dictatorship**

The word democracy which originated from Greece means, according to Abraham Lincoln, a people's government. In the Roman Republic and the Greek City States, people elected their rulers, but the governments were not democratic because they had slaves, privileged classes and women with no political rights. Government of one man, one class or one sex is not democracy. Dictatorship, as old as democracy, follows extremism in politics and lands in tyranny and folly. Even modern dictators are no different from their predecessors, for they ban books and speeches not representing their views as the earlier dictators did not allow divergent views. Only a people's government is free from these vices (109 words)

- 13 Although our age far surpasses all previous ages in knowledge there has been no correlative increase in wisdom. But agreement ceases as soon as we attempt to define 'wisdom' and consider means of promoting it

There are several factors that contribute to wisdom. Of these I should put first a sense of proportion—the capacity to take account of all the important factors in a problem and to attach to each its due weight. This has become more difficult than it used to be owing to the extent and complexity of the specialized knowledge required of various kinds of technicians. Suppose, for example, that you are engaged in research in scientific medicine. The work is difficult and is likely to absorb the whole of your intellectual energy. You have no time to consider the effect which your discoveries or inventions may have outside the field of medicine. You succeed (let us say) in enormously lowering the infant death rate, not only in Europe and America, but also in Asia and Africa. This has the entirely unintended result of making the food supply inadequate and lowering the standard of life in the most populous parts of the world. To take an even more spectacular example. You study the composition of the atom from a disinterested desire for knowledge and incidentally place in the hands of powerful lunatics the means of destroying the human race. In such ways the pursuit of knowledge may become harmful unless it is combined with wisdom and wisdom in the sense of comprehensive vision is not necessarily present in the pursuit of knowledge.

Comprehensiveness alone, however, is not enough to constitute wisdom. There must be, also, a certain awareness of the ends of human life. This may be illustrated by the study of history. Many eminent historians have done more harm than good because they viewed facts through the distorting medium of their passions. Hegel's philosophy of history which did not suffer from any lack of comprehensiveness

sought to inculcate the lesson that from the year 400 A D down to his own time, Germany had been the most important nation and the standard-bearer of progress in the world. Perhaps one could stretch the comprehensiveness that constitutes wisdom to include not only intellect but also feeling. It is by no means uncommon to find men whose knowledge is wide but whose feelings are narrow. Such men lack what I am calling wisdom. (403 words)

(C A, Entrance Exam, May, 1974)

(Correlative—proportional; Agreement ceases—there is no agreement, Absorb—consume, to engage wholly, Enormously—to a great extent, Unintended—not desired, inadequate—not sufficient, Spectacular—easily noticeable, prominent, Disinterested—without any personal interest, Lunatic—mad, Comprehensive vision—a vision that takes note of many things, Distorting—perverting, deforming, Inculcate—to teach and impress)

#### Hints

1. There is disparity in our wisdom and our knowledge.
2. Wisdom consists in a comprehensive vision.
3. Specialisation of knowledge hinders the development of a comprehensive vision.
4. Knowledge without wisdom will do harm to the people.
5. In order to be wise besides the comprehensiveness of intellect, we need comprehensive feeling also.

#### Precis

#### Knowledge and Wisdom

Our age reveals a disparity in the amount of knowledge and wisdom it possesses. According to the author, the most important factor that contributes to wisdom is a comprehensive vision, a sense of proportion, the capacity and the alertness to take into consideration and attach due importance to all the factors involved in a problem. Modern research, with emphasis on specialised knowledge, checks the growth of such a vision. It naturally produces undesirable results. For example, a scientist engaged in a disinterested study of the composition of atom quite unintentionally helps the production of nuclear weapons. Evidently if knowledge multiplies but wisdom does not, it may prove harmful for the people. Besides comprehensive vision, wisdom also needs feelings, since many eminent people with extensive knowledge but narrow feelings have proved very dangerous to humanity. This will necessitate an awareness of the real purpose of human life. (148 words)

14 Liberty is not a personal affair only, but a social contract. It is an accommodation of interest. In matters which do not touch anybody else's liberty, of course, I may be as free as I like. If I choose to go down the Strand in a dressing gown, with long hair and bare feet, who shall say me nay? You have liberty to laugh at me, but I have liberty to be indifferent to you. And if I have a fancy for dyeing my hair, or waxing my moustache (which heaven forbid), or wearing a tall hat, a frock coat and sandals, or going to bed late or getting up early, I shall follow my fancy and ask no man's permission, I shall not enquire of you whether I may eat mustard with my mutton. I may like mustard with my mutton. And you will not ask me whether you may be a



Protestant or a Catholic, whether you may marry the dark lady or the fair lady, whether you may prefer Ella Wheeler Wilcox to Wordsworth, or champagne to shandy gaff

In all these and a thousand other details you and I please ourselves and ask no man's leave. We have a whole kingdom in which we rule alone, we can do what we choose, be wise or ridiculous, harsh or easy, conventional or odd. But directly we step out of that kingdom our personal liberty of action becomes qualified by other people's liberty. I might like to practise on the trombone from midnight till three in the morning. If I went on to the top of a mountain to do it, I could please myself, but if I do it out in the streets, the neighbours will remind me that my liberty to blow the trombone must not interfere with their liberty to sleep in quiet. There are a lot of people in the world, and I have to accommodate my liberty to their liberties. (321 words)

(*Social contract*—social agreement, social binding, *Accommodation of interest*—making adjustment in such a way that the interest of another person is secured. *Strand*—a fashionable locality in London, *Shandy-gaff*—a mixture of beer and lemonade, *Trombone*—a brass musical wind instrument.)

#### Hints

- 1 Liberty is not just a personal affair, it is a social binding also
- 2 In personal affairs, we enjoy absolute liberty
- 3 When our liberty comes into clash with the liberty of others, we have to make adjustments in such a way that the interests of both parties are accommodated

#### Precis

##### Liberty

In our personal affairs, we enjoy full liberty to exercise our choice. In matters of food and dress, marriage and religion, we are not obliged to satisfy another's liking. Howsoever odd our taste may be, we enjoy absolute and inviolable liberty to act according to it. But liberty is not just a personal privilege; it is a social obligation also. In our social conduct, where our liberty is likely to impinge upon the liberty of others, we are expected to curtail ours in order to accommodate theirs.

(87 words)

15 The motives for writing autobiographies are various. Sometimes, as we have seen, the writer is tempted by a big cheque. In other cases he or she is conscious of having had an interesting life, and wishes the public to share the interest. Some men—especially Deans—I regret to say—are raconteurs and so fond of their own stories that they do not like to think that they may perish with them. The relief of the raconteur's family when the fifty times told tale is at last fixed in black and white, and presumably done with, must be immense.

Others have a grievance and wish posterity to know why they were elbowed out of office, who was really responsible for the miscarriage of a military expedition, who was the real author of a literary or scientific discovery, and so on. Classical scholars have admired the dignity of Thucydides in not giving his own story of the reverse at Amphipolis where he was commander.

Others again have left memoirs which they intended or hoped would be published after their deaths, and in which they have inserted as

much venom as they could, conscious that they themselves will not be able to be called to account, nor perhaps their victims to vindicate their reputation. I have no doubt that Creevy was one of these malicious diarists, there is evidence that he thought his hopes would be of great value hereafter. Some of the worst parts of the journal have not been printed and perhaps never will be. Mark Pattison's *Memoirs* were clearly intended to take a posthumous revenge upon the college which had passed him over very improperly it must be said, for the headship, and on certain people in the University of Oxford whom he disliked.

Sometimes the autobiography seems to be prompted by sheer vanity. Vanity, unlike pride, is a rather amiable foible, a vain man is seldom unpopular, partly because he shows that he cares for the good opinions of others. But the vain man is essentially an actor. If he is not posing for others he struts and smirks to gratify himself. As an autobiographer he partially fails by telling too many lies. (362 words)

(*Raconteur*—a teller of anecdotes, *Perish*—die, *Presumably*—supposedly, *Immense*—great, *Grievance*—ground of complaint, *Posterity*—coming generations, *Elbowed out*—pushed out unfairly, *Miscarriage*—failure, *Reverse*—setback, defeat, *Venom*—poison, *Malignant*—having ill will, *Posthumous*—after the death of the author, *Prompted*—inspired; *Strut*—to walk stiffly in vanity or self importance, *Smirk*—to smile affectedly or scoldishly)

#### Hints

- 1 There are different motives for writing autobiographies.
- 2 Money 3 An interesting life
- 4 The desire to tell anecdotes or stories 5 Airing a grievance.
- 6 Revealing to posterity the truth about some event.
- 7 Expression of one's malice
- 8 The desire to take revenge posthumously. 9 Vanity.

#### Precis

##### Different Motives for Writing Autobiographies

Aut biographies are written for various reasons. Sometimes money is the motive. Sometimes the writer wants to share his interesting experiences with others. Some garrulous men want to write down their hackneyed anecdotes once for all. Some write because they have a grievance or because they want to tell what they consider to be the truth about certain literary events or scientific discoveries. Some writers like Creevy leave malicious accounts to be published posthumously. Others are revengeful as Pattison was. Sometimes it is sheer vanity that prompts one to write an autobiography, but a vain man at times spoils his account by telling too many lies. (107 words)

16. It is the height of selfishness for men, who fully appreciate in their own case the great advantages of a good education, to deny these advantages to women. There is no valid argument by which the exclusion of the female sex from the privilege of education can be defended. It is argued that women have their domestic duties to perform and that, if they were educated, they would bury themselves in their books and have little time for attending to the management of their households. Of course it is possible for women, as it is for men,

to neglect necessary work in order to spare more time for reading sensational novels. But women are no more liable to this temptation than men, and most women would be able to do their household work all the better for being able to refresh their minds in the intervals of leisure with a little reading. Nay, education would even help them in the performance of their womanly duty. For education involves knowledge of the means by which health may be preserved and improved; it enables a mother to consult such modern books as will tell her to rear up her children into healthy men and women and skilfully nurse them and her husband when disease attacks her household.

But according to a higher conception of women's sphere a woman ought to be something more than a household drudge. She ought to be able not merely to nurse her husband in sickness but also to be his companion in health. For this part of her wifely duty education is necessary, for there cannot well be congenial companionship between an educated man and an uneducated wife who can converse with her husband on no higher subjects than cookery and servants' wages. One of a mother's highest duties is the education of her children at the time when their mind is most amenable to instruction. A child's whole future life to a large extent, depends on the teaching it receives in early childhood, and it is needless to say that this foundation of education cannot be well laid by an ignorant mother. (35 words)

(Valid—applicable, Sensational—something that produces cheap thrills, To rear up—to bring up, Conception—idea, notional—Agreeable—agreeable, Amenable—ready to be impressed.)

#### Hints

- 1 Women should not be deprived of education
- 2 Education does not obstruct the household duties of a woman
- It is rather an aid
- 3 It helps a woman to look after the health of her family better
- 4 An educated woman can give real company to her husband
- 5 She can educate her children better

#### Precis

##### The Advantages of Women's Education

It is extremely unjust to deprive women of education. Education does not obstruct household duties. It is rather an invaluable aid towards their efficient performance. It refreshes and improves the minds of women and enables them to look after the health of their families and the education of their children in their most tender and critical years highly satisfactorily. But a woman is not merely a household drudge. She is expected to be a spiritual companion to her husband and this is a duty which she cannot ably perform if she is illiterate and ignorant. (98 words)

17 In a predominantly agricultural and over populated country in which rural population constitutes 80 to 85 per cent of the total, planning to be effective and successful has to start from village level. Planning at village level must take into account all the facts of socio-economic life of the people and ultimately it should aim at increasing agricultural production consistent with growth, expansion and an ever rising living standard of the people. Factors that affect agricultural

productivity are technical, organizational, institutional, and human. Investment in human beings by providing them with educational, medical, and recreational facilities better and healthier houses to live in is as important as investment in land in the form of improved and scientific technique, better seeds, manure, irrigation facilities, etc. Our villages at present lack most of these facilities and they number more than five lakhs with 295 millions out of the 397 million people of India. It will be futile to expect from a man living in an ill built, ill lighted and ill ventilated house without any amenities—all resulting in ill health—to aspire to better living and increasing his working capacity.

It is in this context that the problem of rural housing and village planning is linked up with the overall reconstruction plan of the village. The Government is thus taking more and more interest than before in making a beginning to tackling the problem. The establishment of Rural Housing cells with the State Governments, Rural Housing Wings with the six engineering institutions and the provision of Rs 6 crores of rural housing in the Second Five Year Plan are ample proof of the seriousness of the Government in this respect.

This field of activity is almost new in India. Much will depend upon how we approach this problem of village planning in the beginning. We are bound to make mistakes, but there is no other alternative than initiating the huge task of village reconstruction. This will make the base of Indian economy in the long run sound and responsive so that it creates within itself self generating forces of economic development.

It will not be an exaggeration to say that miserably unhealthy housing and sanitary conditions work in a cumulative way in holding up progress and thus form one of the constituents of the vicious circle of poverty in a backward country. The five lakh odd villages in India pose unimaginable problems, as the Prime Minister once rightly pointed out, as many problems as there are villages scattered all over the country. The financial implications of village reconstruction plans estimated to be Rs 2 500 crores if undertaken at once, are simply frightening and the country can ill afford to do all this at one stroke. The only thing anybody can think of at the present moment is to give a mild push to the problem to arouse among villagers an aspiration to live better. (430 words)

(Predominantly—mostly, Rural population—population in the villages, Consistent with—in proportion to, Recreational facilities—facilities for amusement, Manure—fertilizers, Futile—vain, useless, Amenities—facilities, Initiating—beginning, Responsive—reacting favourably, Self generating forces—forces that are created from within and not imposed from outside, Exaggeration—over statement, hyperbole, Cumulative—collected, Vicious—evil, Implication—involvement, Aspiration—desire.)

#### Hints

- 1 Planning in India should start at the village level
- 2 It should cover all the spheres of a villager's life, or his efficiency will not improve

3 The government is aware of this problem and in the Second Five Year Plan Rs 6 crores have been allocated

4 A complete reconstruction of the villages would involve a huge expenditure, so only a humble beginning has been made

**Precis**

### Effective Planning

Effective planning in an agricultural and over populated country like India should start at the village level, and should cover the life of the people in all its socio economic totality like better housing better educational facilities better hygienic conditions Without this, one cannot expect to increase the efficiency of the villagers Village planning thus forms a major part of the rural reconstruction in India, and the government is aware of the gravity of the problem, as is proved by the fact that Rs 6 crores have been allotted for rural housing in the Second Plan Such programmes are quite new in India, and would involve Rs 2 500 crores if undertaken all at once This is beyond her capacity and so a humble beginning has been made so as to make the villager conscious of and aspire to a better life (140 words)

18 I designed, after my first voyage, to spend the rest of my days at Baghdad but it was not long ere I grew weary of an indolent life, and I put to sea a second time with merchants of known probity We embarked on board a good ship and after recommending ourselves to God, set sail One day we landed on an island covered with several sorts of fruit trees, we could see neither man nor animal We walked in the meadows along the streams that watered them Whilst some diverted themselves with gathering flowers, and other fruits I took my wine and provisions, and sat down near a stream betwixt two high trees, which afforded a delightful shade I made a good meal, and afterwards fell asleep I cannot tell how long I slept, but when awoke the ship was no longer in view

In this sad condition I was ready to die with grief I cried out in agony, beat my head and breast and threw myself upon the ground where I lay some time, overwhelmed by a rushing current of thoughts each more distressing than the last When I gazed towards the sea I could discern nothing but sky and water, but looking over the land I beheld something white, and coming down I took what provision I had left, and went towards the object, which was so distant that at first I could not distinguish what it was

As I approached, I thought it to be a white dome, of a prodigious height and extent I drew near to it and walked round it, but found no door to it and I found that I had not strength nor activity to climb it, on account of its exceeding smoothness I made a mark at the place where I stood, and went round the dome, measuring its circumference and lo! it was fifty full paces, and I meditated upon some means of gaining entrance into it, but no means of accomplishing this occurred to me

By this time the sun was about to set and all of a sudden the sky became as dark as if it had been covered with a thick cloud I was much astonished at this sudden darkness but much more when I found it was occasioned by a bird of a most extraordinary size that came towards me I remembered that I had often heard mariners speak of a

miraculous bird called the roc and conceived that the great dome which I so much admired must be her egg. Shortly afterwards the bird alighted, and sat over the egg (439 words)

(*Wear*—tired, *Indolent*—lazy, *Probity*—uprightness, moral integrity, *Embarked on*—began, *Diverted*—amused, *Agony*—mental pain, *Overwhelm*—overpower, *Distressing*—painful, *Discern*—see, *Prodigious*—huge, *Extent*—size, *Meditate*—think, *Accomplish*—achieve, *Mariners*—sailors, *Miraculous*—strange, *Conceive*—think, *Alight*—come down)

### Hints

- 1 The writer, feeling sick of his sedentary life at Baghdad, set out on a fresh voyage
- 2 He was left alone on an island by his companions
- 3 Sitting pensively, he noticed at a distance, a huge, round, white object
- 4 He approached this object, thought it was a dome, wanted to enter it but could not do so for he failed to locate its entrance
- 5 Soon he saw a huge bird approaching him. It immediately occurred to him that the white object was this bird's egg
- 6 Soon the bird alighted and sat over the egg

### Precis

#### Adventures on an Island

The writer, after feeling sick of his sedentary life at Baghdad, set out on a fresh voyage. He landed on an unpopulated island teeming with fruit trees. He ate and drank to his heart's content, walked to a field and fell asleep. When he woke up his ship was gone. He felt greatly distressed. Sitting pensively, he saw something like a white dome at a distance. He went very close to it, but found no entrance and could not climb it either. Evening approached, and the sky grew dark, but to his surprise, he found that darkness had been caused by a huge bird. Soon the bird got down and sat on the dome, which was in fact its egg. The writer then remembered that this bird was roc about which he had often heard from the sailors (138 words)

19 The struggle between liberty and authority is the conspicuous feature in the portions of history with which we are earliest familiar, particularly in that of Greece, Rome and England. But in old times this contest was between subjects, or some classes of subjects, and the Government. By liberty was meant protection against the tyranny of the political rulers. The rulers were conceived (except in some of the popular governments of Greece) as in a necessarily antagonistic position to the people whom they ruled. They consisted of a governing one, or a governing tribe or caste who derived their authority from inheritance or conquest, who at all events did not hold it at the pleasure of the governed, and whose supremacy men did not venture, perhaps did not desire, to contest, whatever precautions might be taken against its oppressive exercise. Their power was regarded as necessary, but also as highly dangerous, as a weapon which they would attempt to use against their subjects, no less than against external enemies. To prevent the weaker members of the community from

being preyed upon by the innumerable vultures, it was needful that there should be an animal of prey stronger than the rest, commissioned to keep them down. But as the king of the vultures would be no less bent upon preying on the flock than any of the minor harpies, it was indispensable to be in a perpetual attitude of defence against his beak and claws. The aim, therefore, of patriots was to set limits on the power which the ruler should be suffered to exercise over the community, and this limitation was what they meant by liberty. It was attempted in two ways. First, by obtaining a recognition of certain immunities, called political liberties or rights, which it was to be regarded as a breach of duty in the ruler to infringe, and which if he did infringe, specific resistance or general rebellion, was held to be justifiable. A second and generally later expedient was the establishment of constitutional checks, by which the consent of the community, or of a body of some sort, supposed to represent its interests, was made a necessary condition to some of the more important acts of the governing power. To the first of these modes of limitation, the ruling power, in most European countries, was compelled, more or less to submit. It was not so with the second, and to attain this, or when already in some degree possessed to attain it more completely, became everywhere the principal object of the lovers of liberty. And so long as mankind were content to combat one enemy by another, and to be ruled by a master, on condition of being guaranteed more or less efficaciously against his tyranny, they did not carry their aspirations beyond this point. (470 words)

4)

(Conspicuous—prominent, Tyranny—cruelty, Antagonistic—hostile, inimical, Harpy—a large eagle Perpetual—constant Immunity—freedom, exemption, Infringe—violate, transgress, Expedient—means devised to achieve some purpose, Combat—fight)

#### Hints

- 1 The conflict between liberty and authority is a prominent feature of the past history.
- 2 In the past, liberty was conceived to be protection against the tyranny of the rulers.
- 3 These rulers, though tyrannical themselves, were essential to protect the subjects from external enemies.
- 4 The patriots in the country took it upon themselves to restrain the powers of the rulers.
- 5 This was done in two ways. The rulers were forced to allow some political rights to their subjects. Secondly, they were supposed to consult some representative body of the subjects.
- 6 The rulers easily agreed to the first but not to the second.

#### Precis

#### Liberty vs Authority

The conflict between liberty and authority is a prominent feature of the past history. In the past, the rulers who had derived their authority over their subjects either from conquest or from inheritance were supposed to be hostile to their interests, and liberty was conceived to be protection against their tyranny. These rulers were

needed to protect the subjects from external enemies, and the patriots within took it upon themselves to protect the people from the tyranny of these rulers. This was attempted in two ways. The rulers were made to agree that they would concede some political rights to their subjects, which if they did not, it would justify a rebellion against them. Secondly, as a constitutional check, it was made obligatory on their part to consult some representative body of the subjects. The rulers easily agreed to the first but not to the second. The lovers of liberty all over the world have been trying to achieve the second objective. (160 words)

20 Twenty five years ago, the country's long struggle for political liberation was brought to a successful culmination, but it also marked the beginning of another equally hard struggle for economic emancipation. In the context of the country's steadfast efforts to achieve economic self reliance, foreign trade has assumed vital importance as an instrument for speeding up economic development, in consonance with our declared social and economic objectives.

In keeping with the changing pattern of the economy, India's foreign trade has undergone a structural transformation. Thanks to the massive investments in the course of the successive plans, the volume, value and content of our foreign trade have witnessed significant changes and substantial growth.

During the last 25 years, India's foreign trade has almost trebled. But even more striking and significant have been the qualitative changes in its composition and direction. The twenty five years since independence have marked a transition from a colonial trading pattern to one benefiting a Sovereign and Free Nation.

India's export trade has undergone a radical change with an enormous diversification, both in variety and direction. India's static export image as the supplier of a limited number of traditional raw materials and a few cultural products—jute, hides, shellac, cashew nuts, etc.,—exclusively to the markets of the West, has been replaced by a dynamic one, keen to forge links with all countries of the world, particularly with the Socialist countries of East Europe and the developing countries of Asia, Africa and Latin America.

Four commodities, namely, tea, raw cotton, jute manufactures and cotton textiles, accounted for 60 per cent of India's total exports at the time of independence. Today, these items account for less than 30 per cent of our total exports. India's export trade today is not dependent on a few primary products or products of agro-based industries alone.

Manufactures and non-traditional industrial products have come to occupy an important place in the pattern of our export trade. Today, non traditional products account for over 40 per cent of India's total exports. In 1947-48, these had formed less than 5 per cent of our exports.

Exports of new products are not confined to simple manufactures alone. A wide range of India-made durable consumer goods, plant and machinery, transport equipment, heavy electric transmission lines and towers, railway track material, etc., are finding their way not only



to the developing countries but even to the sophisticated markets of the industrialised countries. Many of these products are being exported against global tenders won in face of stiff competition from developed countries. Quite a few of the export contracts are turnkey projects involving the export of machinery and equipment as also technical know how and services like programming designing construction, etc. India is fast emerging as an exporter of capital equipment, plant and machinery and technical know how.

The direction of India's foreign trade has become broad based. It is no more linked with a few countries like the U.K. and the U.S.A. alone. New and growing trade ties have been established with the East European countries and countries in the Afro-Asian and Latin American world. (515 words)

(Culminate—end, Emancipation—liberation, Substantial—appreciable, Diversification—projection into different directions, Sophisticated—more experienced and finer)

Hints

1. With the achievement of political freedom twenty five years ago there also began in our country an effort to gain economic self dependence.
2. Our foreign trade has a very vital role to play in the realisation of this aim.
3. During the last twenty five years there have been radical changes in the volume, value and content of our foreign trade.
4. Quantitatively it has trebled.
5. The export of traditional items has declined but that of new items has gone up.
6. New items include a wide range of consumer goods as well as heavy machinery equipment.
7. Now we export technical know how and technical services also.
8. These exports are in face of stiff competition from developed countries.
9. We have expanded our trade links.

Precis

### The Changing Pattern of India's Foreign Trade

With the achievement of political freedom twenty five years ago there also began in India an effort to gain economic self dependence. Our foreign trade was re-oriented in accordance with this purpose. Since independence there have been significant changes both qualitative and quantitative in our trade pattern. In volume it has almost trebled. In 1947-48, four traditional agro-based items—tea, raw cotton, jute manufactures and cotton textiles accounted for 60% of our total exports while the non-traditional items made up just 40%. Now the former have declined to 30% while the latter have gone up to 70%. Our new items include a wide range of consumer goods as well as heavy machinery equipment, with which we also export technical know how and technical services. And we export them in face of stiff competition from developed countries. Besides in addition to the U.K. and

the U S A , we have extended our trade links to the East European countries and the developing countries in Asia, Africa and Latin America Now the pattern of our foreign trade truly benefits a Sovereign and Free Nation (173 words)

21. To avoid the various foolish opinions to which mankind is prone *no superhuman genius is required* A few simple rules will keep you not from all error, but from silly error

If the matter is one that can be settled by observation, make the observation yourself Aristotle could have avoided the mistake of thinking that women have fewer teeth than men, by the simple device of asking Mrs Aristotle to keep her mouth open while he counted He did not do so because he thought he knew Thinking that you know when in fact you don't is a fatal mistake, to which we are all prone.

Many matters, however are less easily brought to the test of experience. If, like most of mankind, you have passionate convictions on many such matters there are ways in which you can make yourself aware of your own bias If an opinion contrary to your own makes you angry, that is a sign that you are sub consciously aware of having no good reason for thinking as you do The most savage controversies are those about matters as to which there is no good evidence either way Persecution is used in theology, not in arithmetic, because in arithmetic there is knowledge, but in theology there is only opinion So whenever you find yourself getting angry about a difference of opinion, be on your guard, you will probably find on examination, that your belief is going beyond what the evidence warrants

A good way of ridding yourself of certain kinds of dogmatism is to become aware of opinions held in social circles different from your own. When I was young, I lived much outside my own country—in France, Germany, Italy, and the United States I found this very profitable in diminishing the intensity of insular prejudice If you cannot travel, seek out people with whom you disagree, and read a news paper belonging to party that is not yours If the people and the newspapers seem mad, perverse, and wicked, remind yourself that you seem so to them In this opinion both parties may be right, but they cannot both be wrong This reflection should generate a certain caution.

Be very wary of opinions that flatter your self esteem Both men and women, nine times out of ten are firmly convinced of the superior excellence of their own sex There is abundant evidence on both sides If you are a man, you can point out that most poets and men of science are male, if you are a woman, you can retort that so are most criminals. The question is inherently insoluble, but self esteem conceals this from most people We are all, whatever part of the world we come from persuaded that our own nation is superior to all others. Seeing that each nation has its characteristic merits and demerits, we adjust our standard of values so as to make out that the merits possessed by our nation are the really important ones, while its demerits are comparatively trivial. Here, again, the rational man will admit that the question is one to which there is no demonstrably right answer It is more difficult to deal with the self esteem of man as man, because we cannot argue out the matter with some non human mind. The only way of dealing with this general human conceit is to remind

ourselves that man is a brief episode in the life of a small planet in a little corner of the universe, and that other parts of the cosmos may contain beings as superior to ourselves as we are to jelly fish  
(About 600 words)

(Prone—having a tendency, Conviction—a firm belief, Bias—prejudice, Persecution—cruelty torture, Theology—religion, Dogmatism—assertion of beliefs for which there is no positive evidence, Insular—narrow, Perverse—wrong headed, Cosmos—universe)

#### Hints

1 The observance of a few simple rules can save us from holding some silly opinions

2 If possible, we should make a personal observation to ascertain whether we actually know what we think we know

3 If opinions contrary to our convictions annoy us it is a sign that in our sub-conscious mind we are ourselves sceptical about our convictions

4 We should mix with different people and read different newspapers

5 We should not hold opinions that flatter our self esteem

#### Precis

#### How to Avoid Holding Foolish Opinions

It needs just the observance of a few simple rules to save ourselves from the various silly opinions usually held by people. Firstly, if possible, we should make a personal observation to ascertain whether we actually know what we think we do. Secondly if we feel exasperated by opinions contrary to our passionate convictions, we should infer that our convictions are in fact, prejudices and we ourselves in our sub-conscious mind are sceptical about them. Such convictions should then, be given up. Thirdly, in order to get rid of dogmatic beliefs it is desirable to throw ourselves in contact with a variety of opinions, preferably those contrary to our own. This will give us a proper perspective to view things. Finally, we should avoid holding an opinion that flatters our self esteem. There is no justification to assert the superiority of either sex or of one country over another, for judicious evidence can show that there are merits and demerits to be found everywhere. Flattery to self esteem is really difficult to resist, but if we realise the smallness of man in this vast cosmos, we can at least contain it within proper limits.

(192 words)

22 We are living in a period of great discovery, but our progress isn't clear yet. For example, it was an enormous discovery to go to the moon, but we aren't compelled by the moon. We are neither treated nor compelled by the profit of that undertaking. As a discovery, all it seemed to mean was a lot of money for the navigators.

I think the drama of our civilization is the following: the nineteenth century had a god which they worshipped as a supreme value—it was science. And science was strong because all of its discoveries meant considerable progress. It did not try to resolve metaphysical problems but used the excuse that science was still very young and that the twentieth century would resolve them.

But now we are aware of the liabilities of science. There had been a belief that when the sciences had reached their goals, man would be understood, but at a certain point we began to see that man's relationship to himself depended upon the 'formation' of man, which had nothing to do with science.

Science can do everything for man except form him. What has always formed men has been the belief in an exemplary kind of character. This is so true that those countries which have had had a definite impact on the formation of their men have had nouns for this exemplary figure which other countries do not share. The word 'gentleman', for example has no equivalent in Europe. And before that in Spain there was "caballero". When Spain believed in a kind of man which was universally recognized there was a very great "formation" of men and a very great Spain.

And so the task of humanity at the present moment is to find a way to form men, and we know that science will not accomplish this for us. This is the reason for the crisis of youth, their rebellion against scientific means of human determination. So I do not believe in a present renaissance because I believe that as long as our human crisis is unresolved, a cultural renaissance is impossible.

At the moment a certain renaissance would be possible in Russia and China, because these are the two countries where a fixed idea of man is accepted. The Russian word "Bolshevik" has the same thrust as the word "gentleman". The human type can be exemplary or imaginary, but he dominates Soviet thought. This need has not been met in the West, and in my opinion it is the most important problem we have to face. (434 words)

(Liabilities—possibility of achieving something because of its nature, Renaissance—revival, Thrust—force)

#### Hints

- 1 Many discoveries are being made in the modern age but we are not sure of their significance.
- 2 In the nineteenth century science was esteemed for the progress it caused but it did not touch metaphysical problems.
- 3 Now we realise that science cannot resolve such problems.
- 4 Science cannot form man but the formation of man is one of the major modern problems.
- 5 It may be possible in Russia and China where a fixed idea of man is accepted.

#### Precis

#### Science and Man

Great scientific discoveries are being made in the modern age but we are not very clear about their significance. In the nineteenth century science was esteemed because of the material benefits it conferred upon humanity. People thought that still being in its infancy, it could not solve metaphysical problems like the formation of man but hoped that it would be able to solve them in the twentieth century. But it has now been realised that science has no part to play in his formation. What can form him is an exemplary kind of character summed up by

words like 'gentleman' or 'caballero' and not science. The formation of man is a major modern problem. Until this is accomplished, no cultural renaissance is possible. In Russia and China where exists a fixed idea of man there may be some possibility of such a renaissance but not in the West (149 words)

23 Of these physical events which increase the insecurity of Man earthquakes are certainly among the most striking, in regard to the loss of life which they cause, as also in regard to their sudden and unexpected occurrence. There is reason to believe that they are always preceded by atmospheric changes which strike immediately at the nervous system and thus have a direct physical tendency to impair the intellectual powers. However this may be, there can be no doubt as to the effect they produce in encouraging particular associations and habits of thought. The terror which they inspire excites the imagination even to a painful extent, and, overbalancing the judgment, predisposes men to superstitious fancies. And what is highly curious is that repetition, so far from blunting such feeling, strengthens them. In Peru, where earthquakes appear to be more common than in any other country, every succeeding visitation increases the general dismay, so that in some cases the fear becomes almost insupportable. The mind is thus constantly thrown into a timid and anxious state; and men witnessing the most serious dangers, which they can neither avoid nor understand, become impressed with a conviction of their own inability, and of the poverty of their own resources. In exactly the same proportion the imagination is aroused, and a belief in supernatural interference actively encouraged. Human power failing, super-human power is called in, the mysterious and the invisible are believed to be present, and there grow up among the people those feelings of awe and of helplessness, on which all superstition is based and without which no superstition can exist.

Further illustration of this may be found even in Europe, where such phenomena are comparatively speaking extremely rare. Earthquakes and volcanic eruptions are more frequent and more destructive in Italy and in the Spanish and Portuguese Peninsula than in any other of the great countries, and it is precisely there that superstition is most rife, and the superstitious classes most powerful. Those were the countries where the clergy first established their authority, where the corruptions of Christianity took place, and where superstition has during the longest period retained the firmest hold. To this may be added another circumstance, indicative of the connection between these physical phenomena and the predominance of the imagination. Speaking generally, the fine arts are addressed direct to the imagination, the sciences to the intellect. Now it is remarkable that all the greatest painters, and nearly all the greatest sculptors modern Europe has possessed have been produced by the Italian and Spanish peninsulas. In regard to science, Italy has no doubt had several men of conspicuous ability, but their numbers are out of all proportion small when compared with her artists and poets. As to Spain and Portugal, the literature of those countries is eminently poetic, and from their schools have proceeded some of the greatest painters the world has ever seen. On the other hand, the purely reasoning faculties have been neglected, and the whole peninsula, from the earliest period to the present time,

## PRECIS-WRITING

does not supply to the history of the natural sciences a single name of the highest merit, nor one man whose works form an epoch in the progress of European knowledge (540 words)

(*Impair*—to weaken, *Predispose*—to render beforehand, *Dismay*—disappointment, *Insupportable*—unbearable *Conspicuous*—prominent, *Epoch*—a remarkable period)

## Precis

## Earthquakes and Their Impact on Human Beings

Earthquakes occur all of a sudden and cause considerable loss of life. They are usually preceded by atmospheric changes which affect the intellectual faculties of human beings. They create excitement and encourage men to become superstitious. The repetition of such events only strengthens their superstition. In Peru where earthquakes are common the people are stricken with fear, anxiety and helplessness and ascribe everything to superhuman power. In Europe, the people of Italy, Spain and Portugal, where earthquakes are more frequent than in any other European country, are more superstitious. It is in these countries that clergy has firmly established its hold. Further, Italy and Spain have produced the greatest painters and sculptors because these fine arts appeal more to imagination than to intellect. These countries have no doubt produced men of science but their number is small in comparison to that of artists and poets. The reasoning faculties of the people of these countries have been weakened which will be evident from the fact that hardly any name of the highest merit is found in the field of natural sciences. (181 words)

24 Travel, in the younger sort, is a part of education, in the elder, a part of experience. He who travels into a country, before he has some entrance into the language, goes to school and not to travel. That young men travel under some tutor or grave servant, I allow well, so that he be such a one that has the language, and has been in the country before, whereby he may be able to tell them what things are worthy to be seen in the country where they go, what acquaintances they are to seek, what exercises or discipline the place yields. It is a strange thing, that in sea voyages, where there is nothing to be seen but sky and sea, men should make diaries, but in land travel, wherein so much is to be observed, for the most part of it they omit it, let diaries, therefore, be brought into use. The things to be seen and observed are the courts of princes, especially when they give audience to ambassadors, the courts of justice, while they sit and hear cases, and so of consistories ecclesiastic, the churches and monasteries, with the monuments which are therein extant, the walls and fortifications of cities and towns, and so the havens and harbours, antiquities and ruins, libraries, colleges, disputations, and lectures, where they are, shipping and navies, houses and gardens of state and pleasure near great cities, armouries, arsenals, magazines, exchanges, bourses, warehouses, exercises of horsemanship, fencing, training of soldiers, and the like, treasures of jewels and robes, cabinets and rarities, and to conclude, whatsoever is memorable in the places where they go, after all which the tutors or servants ought to make diligent enquiry. As for triumphs, masks, feasts, weddings, funerals, capital executions, and such show, men need not be put in mind of them, yet they are

not to be neglected. If you will have a young man to put his travel into a little room, and in short time to gather much this you must do, first, as was said, he must have some entrance into the language before he goes, then he must have such a servant, or tutor, as knows the country, as was likewise said, let him carry with him also some card, or book describing the country where he travels, which will be a good key to his enquiry, let him keep also a diary let him not stay long in one city or town, more or less as the place deserves, but not long, let him sequester himself from the company of his countrymen, and diet in such places where there is good company of the nation where he travels let him, upon his moving from one place to another, procure recommendation to some person of quality residing in the place where he moves, that he may use his favour in those things he desires to see or know As for the acquaintance which is to be sought in travel, that which is most of all profitable, is acquaintance with the secretaries and employed men of ambassadors, for in so travelling in one country he shall suck the experience of many, let him also see and visit eminent persons of all kinds, which are of great name abroad that he may be able to tell how the life agrees with the fame When a traveller returns home, let him not leave the countries where he has travelled altogether behind him, but maintain a correspondence by letters with those of his acquaintance which are of most worth, and let his travel appear rather in his discourse than in his apparel or gesture, and in his discourse let him be rather advised in his answers, than forward to tell series and let it appear that he does not change his country manners for those of foreign parts, but only prick in some flowers of that he has learned abroad into the customs of his own country (660 words)

(*Consistories ecclesiastic*—places for church assemblies, *Monasteries*—houses for monks, *Extant*—still existing, *Fortifications*—construction of forts, *Haven*—harbour, *Antiquities*—old things, *Disputations*—quarrels, *Armoury*—a place where armours are kept, *Arsenal*—a place where naval and military stores are manufactured, *Bourse*—a place where merchants meet for business, *Sequester*—to isolate, *Procure*—to obtain, *Apparel*—dress)

## Precis

### Advice to Young Men on Travelling Abroad

Travel is an important part of a youngman's education While in a foreign country, therefore, he should try to see all that is worth seeing, to get himself familiarised with the manners and social customs of the people, and to widen the circle of his acquaintance To realise this, he should know something of the language of the country before he goes there, and, if possible, should take with him a tutor familiar with that country He should procure letters of recommendation to influential personages of the country While abroad, he should be constantly on the move and wherever he goes should try to visit all places of interest, watch the people at work and recreation and study their commerce and legal administration and military and naval equipment He should mix freely with them to show social functions and discourage as far as possible the company of his own countrymen He should meet important people and acquire knowledge from them A

record of all these experiences should be kept in a diary. When he returns home, he should not forget to keep in touch with the acquaintance he made abroad. He should avoid telling sensational stories and imitating foreign fashions. The result of his travel should be enlightened outlook and manners (221 words)

### Passages with Hints

25 In the nineteenth century, Charles Dickens, the English novelist, wrote excitedly of a stage coach, pulled along by a team of horses, that could cover more than twenty miles of road within sixty minutes. To us in the twentieth century, in which man is able to move and to communicate with such rapidity, the speed of the stage coach seems no speed at all. Aeroplanes fly many hundreds of miles in an hour, express trains achieve four times the speed of the stage-coach, and even without moving we can, by wireless or telegraph, communicate within seconds with people on the other side of the globe.

The advantages of these increased speeds are numerous. Businessmen travelling, say, from Europe to America or to the Far East, can save much time, for a journey that would once have taken weeks takes now, by air, only twenty four hours. Fruit, vegetables and other goods that would decay on a long slow journey can now be safely sent to far distant places. Members of one family separated from each other by vast distances can have conversations with each other by telephone as easily as if they were all sitting in the same room.

Not all the effects of speed, however, are beneficial. People who are in the habit of using a motor car whenever they want to move half a mile become physically lazy and lose the power of enjoying a vigorous walk. Those who travel through a country at eighty miles an hour do not see much of the life of that country, of its people and animals and plants, as they flash past. They become so anxious about moving quickly from one place to another that they are no longer able to relax and enjoy a leisurely journey. Men are made restless by speedy travel, the pace of their whole way of living is increased, and amid the noise of machinery, their nerves are torn and their peace of mind shattered (324 words)

(Communicate—to impart to convey, Rapidity—swiftness, Beneficial—useful, Vigorous—brisk, Leisurely—at a slow speed)

### Hints

1 The means of transport and communication have become very fast in the twentieth century

2 These increased speeds have many advantages. Time is saved. Perishable goods can be conveyed to distant lands. People separated by long distances can converse with one another.

3 However, there are certain disadvantages also. People become lazy. They no longer observe the life of the country they pass through. Their journey is very strenuous. On account of loud noises, the peace of mind of the people is shattered.

26 The student should look forward to his examination not as a solemn ordeal which he is compelled to go through with the prospect of a degree should he be successful, but as a means of showing his teachers and his fellows how much he has profited by the work which



he has done, those who pursue knowledge in this spirit and those, be it remarked, who examine in this spirit will look forward to examination with no apprehension, not perhaps, with joy, for after all it is a bore to be examined and perhaps a greater bore to examine. But it is a necessary step for the student in gaining self-assurance and the conviction of having profited by his exertions, and for the teacher, as a means of insuring that his instruction has not been profitless to his student. In this connection, I cannot refrain from remarking that genius for competition which has overridden our nation of England appears to me to be misplaced. For too much is thought of the top man, very likely the second, or even the tenth, or it may be the fiftieth, has firmer grasp of his subject, and in the long run would display more talent. Let us take comfort, however, in the thought that the day of Examination, for sake of examinations, is approaching an end. (228 words)

(*Ordeal*—severe trial, *Prospect*—expectation, *Apprehension*—fear; *Conviction*—firm belief. *Exertion*—hard work.)

#### Hints

1. Examinations, though a little boring, should be welcomed as an opportunity for displaying and examining how much progress has been made.

2. Absolute reliance on examination results is however undesirable, for a candidate with comparatively poor performance in the examination may show better grasp of the subject later.

3. Examinations, for the sake of examination, will soon be abolished.

27. We are citizens of no mean country and we are proud of the land of our birth, of our people, our culture and traditions. That should not be for a romanticized past to which we have to cling, nor should it encourage exclusiveness or a want of appreciation of other ways than ours. It must never allow us to forget our many weaknesses and failings or blunt our longing to be rid of them. We have a long way to go and much leeway to make up before we can take our proper station with others in the van of human civilization and progress. And we have to hurry, for the time at our disposal is limited and the pace of the world grows ever swifter. It was India's way in the past to welcome and absorb other cultures. That is much more necessary today, for we march to the One World of tomorrow where national cultures will be intermingled with the international cultures of the human race. We shall, therefore, seek wisdom and knowledge and friendship and comradeship wherever we can find them, and co-operate with others in common tasks, but we are not suppliants for others' favours and patronage. Thus, we shall remain true Indians and Asiatics, and become at the same time good internationalists and world citizens. (221 words)

(*Exclusiveness*—isolation, *To make up leeway*—to make up for lost time, *Suppliant*—one who humbly requests.)

#### Hints.

1. Our pride in the glorious past of India should not be allowed to confine us in a very narrow view or to prevent us from recognising our weaknesses.

2. It is time to make some rapid progress and absorb other cultures
3. The object should be to retain our identity as Indians and still become good internationalists

28. The arguments against a boarding school are, however, very considerable. In a school, many aspects of life do not appear, it is an artificial world, whose problems are not those of the world at large. A boy who is only home during the holidays, when everybody makes a fuss over him, is likely to acquire far less knowledge of life than a boy who is at home every morning and evening. This is, at present, less true of girls because more is demanded of them in many homes, but as their education becomes similar to that of boys, their home life also will become similar, and their present greater knowledge of domestic affairs will disappear. After fifteen or sixteen, it is good for boys and girls to have a certain share in parental occupations and anxieties—not too much, if it true, since that would interfere with education, but still some, lest they should fail to realize that the old people have their own life, their own interests and their own importance. In the school, only young people count, and it is for them that everything is done. In holidays, the atmosphere of home is apt to be dominated by the young people. Consequently they tend to become arrogant and hard, ignorant of the problems of adult life, and quite aloof from their parents. (224 words)

(Anxieties—worries, Arrogant—rude, insolent)

Hint. The passage deals with the disadvantages of sending children to a boarding school. Atmosphere in a boarding school lacks variety and tends to be rather artificial. Intermittent home visits are also not very healthy. Besides, it is beneficial for the grown up boys and girls to share parental responsibilities.

29. The earth and the sun are the sources of life and if we keep away from them for long, life begins to ebb away. Modern industrialized communities have lost touch with the soil and do not experience that joy which nature gives and the rich glow of health which comes from contact with mother earth. They talk of nature's beauty and go to seek it in occasional week ends, littering the country-side with the products of their own artificial lives, but they cannot commune with nature or feel part of it. It is something to look at and admire, because they are told to do so and then return with a sigh of relief to their normal haunts, just as they might try to admire some classic poet or writer and then, wearied by the attempt, return to their favourite novel or detective story, where no effort of mind is necessary. They are not children of nature, like the old Greeks or Indians but strangers paying an embarrassing call on a scarce-known distant relative. And so they do not experience that joy in nature's rich life and infinite variety and that feeling of being intensely alive which came so naturally to our forefathers. (203 words)

(To ebb away—to decline, Littering—scattering carelessly about; Commune—to converse or talk together, Haunt—a much visited place; Embarrassing—something that makes one uneasy)

**Hint** The passage deals with the modern, industrialised society's apathy towards nature. Modern man's visits to the countryside are formal and cold and he is utterly oblivious of the richness that an intimate touch with soil could bring to his life.

30 Education is not an end, but a means to an end. In other words, we do not educate children only for the purpose of educating them, our purpose is to fit them for life. As soon as we realize this fact, we will understand that it is very important to choose a system of education which will really prepare children for life. It is not enough just to choose the first system of education one finds, or to continue with one's old system of education without examining it to see whether it is in fact suitable or not.

In many modern countries it has for some time been fashionable to think that, by free education for all—whether rich or poor, clever or stupid—one can solve all the problems of society and build a perfect nation. But we can already see that free education for all is not enough. We find in such countries a far larger number of people with university degrees than there are jobs for them to fill. Because of their degrees, they refuse to do what they think 'low' work and, in fact, work with the hands is thought to be dirty and shameful in such countries.

But we have only to think a moment to understand that the work of a completely uneducated farmer is far more important than that of a professor, we can live without education, but we die if we have no food. If no one cleaned our streets and took the rubbish away from our houses we should get terrible diseases in our towns. In countries where there are no servants because every one is ashamed to do such work the professors have to waste much of their time doing housework.

In fact, when we say that all of us must be educated, we mean that all of us must be educated in such a way that, firstly, each of us can do whatever job is suited to his brain and ability, and, secondly, that we can realize that all jobs are necessary to society, and that it is very bad to be ashamed of one's work or to scorn someone else's. Only such a type of education can be called valuable to society.

(373 words)

**Hint** Education is needed to enable children to cope with life. Free education is not a solution to our problems. Rather, it dissuades people from accepting jobs—like farming which are in fact vital to sustenance of life—they think to be below their dignity. In fact, education should equip a person adequately to face life according to his mental capabilities and to teach him the dignity of own work and respect for another's.

31 This is the age of the machine. Machines are everywhere, in the fields in the factory, in the home, in the street, in the city, in the country, everywhere. To fly, it is not necessary to have wings, there are machines. To swim under the sea, it is not necessary to have gills, there are machines. To kill our fellowmen in overwhelming numbers, there are machines. Petrol machines alone provide ten times more power than all human beings in the world. In the busiest countries, each individual has six hundred human slaves in his machine.

What are the consequences of this abnormal power? Before the war it looked as though it might be possible, for the first time in history, to provide food and clothing and shelter for the teeming population of the world—every man, woman and child. This would have been one of the greatest triumphs of science. And yet, if you remember, we saw the world crammed, full of food and people hungry. Today, the larders are bare and millions starving. That's the war, you would say. When the machines of peace once more begin to hum, are we going to see again more and more food, and people still hungry? For that's the way of science and the machine age—it produces the goods, it makes the goods, but avoids the consequences.

And is it not the machine age that gives us year by year more hours of leisure, but fails to teach us how to use them, gives us mechanical habits of mind and represses the spirit of adventure except along machine made lines? We will need all our creative powers to think our way out of the social problems to which science has led us.

It is science that has given us the unexpected redistribution of the age groups. Almost every year, some modern drug adds a little more to the average span of life, until the upper age group is over crowded. Who is to keep them? It will need some readjustment. And so science goes on raising its problems. (About 360 words)

(*Gill*—an organ for breathing in water, *Larder*—storehouse for food)

**Hint** The passage tells us how with the advancement of science and the multiplication of machines it was expected that all our problems would be solved but how all these expectations have been belied. There is starvation in spite of machines. Machines have provided us with leisure but failed to instruct us on how to use it. Science has added to the number of the old people, but who is to keep them?

32. All the evil in this world is brought about by persons who are always up and doing but do not know when they ought to be up nor what they ought to be doing. The devil, I take it, is still the busiest creature in the universe and I can quite imagine him denouncing laziness and becoming angry at the smallest waste of time. In his kingdom, I will wager, nobody is allowed to do nothing, not even for a single afternoon. The work, we all freely admit, is in a muddle, but I for one do not think that it is laziness that has brought us to such a pass. It is not the active virtues that it lacks but the passive ones, it is capable of anything but kindness and a little steady thought. There is still plenty of energy in the world (there never were more fussy people about) but most of it is simply misdirected. If, for example in July 1914 when there was some capital idling weather, *everybody* *emperors, kings, archdukes, statesmen, generals, journalists*, had been suddenly smitten with an intense desire to do nothing just hang about in the sunshine and consume tobacco, then we should all have been much better off than we are now. But no, the doctrine of the strenuous life still went unchallenged, there must be no time wasted, something must be done. And, as we know, something was done. Again, suppose our statesmen instead of rushing off to Versailles with a bundle of ill digested notions and a great deal of energy to

dissipate, had taken a fortnight off away from all correspondence and interviews and what not, and had simply lounged about on some hillside or other, apparently doing nothing for the first time in their energetic lives, then they might have gone to their so-called Peace Conference and come away again with their reputations still unsoiled and the affairs of the world in good trim. Even at the present time, if half the politicians in Europe would relinquish the notion that laziness is a crime and go away and do nothing for a little space, we should certainly gain by it. They would all be better employed lying flat on their backs somewhere, staring at the sky and recovering their mental health. (About 385 words)

(Denounce—condemn, In a muddle—confused, Smitten—struck, Doctrine—principle, Dissipate—waste, Lounged about—idled about, Unsoiled—unspoilt, In good trim—in good condition, Relinquish—give up.)

**Hunt** The passage extolls the passive virtue of laziness by arguing that usually the actions of the most energetic people are misdirected. Most people are busy most of their time making mischief. Had people been lazier, there would have been fewer wars and better chances of peace.

33. Such then, was Hitler's opinion of humanity in the mass. It was a very low opinion. Was it also an incorrect opinion? The tree is known by its fruits, and a theory of human nature which inspired the kind of techniques that proved so horribly effective must contain at least an element of truth. Virtue and intelligence belong to human beings as individuals freely associating with other individuals in small groups. So do sin and stupidity. But the sub human mindlessness to which the demagogue makes his appeal, the moral imbecility on which he relies when he goads his victims into action are characteristic not of men and women as individuals, but of men and women in masses. Mindlessness and moral idiocy are not characteristically human attributes, they are symptoms of herd poisoning. In all the world's higher religions, salvation and enlightenment are for individuals. The kingdom of heaven is within the mind of a person, not within the collective mindlessness of a crowd. Christ promised to be present where two or three are gathered together. He did not say anything about being present where thousands are intoxicating one another with herd-poison. Under the Nazis, enormous numbers of people were compelled to spend an enormous amount of time marching in serried ranks from point A to point B and again to point A. This keeping of the whole population on the march seemed to be a senseless waste of time and energy. 'Only much later', adds Hermann Rauschning, 'was there revealed in it a subtle intention based on a well judged adjustment of ends and means. Marching diverts men's thoughts. Marching is the indispensable magic stroke performed in order to accustom the people to mechanical, quasi ritualistic activity until it becomes second nature.'

'From his point of view and at the level where he had chosen to do his dreadful work, Hitler was perfectly correct in his estimate of human nature. To those of us who look at men and women as individuals rather than as members of crowds, or of regimented collectives, he

seems hideously wrong. In an age of accelerating over-population, of accelerating over-organization and ever more efficient means of communication, how can we preserve the integrity and re assert the value of the human individual? This is a question that can still be asked and perhaps effectively answered. A generation from now it may be too late to find an answer and perhaps impossible, in the stifling collective climate of that future time, even to ask the question. (419 words)

—Aldous Huxley

(*Demagogue*—a leader of the people, a popular orator, *Imbecility*—weakness, *Serried*—pressed close, *Attribute*—quality, *Quasi ritualistic*—ceremonial in appearance, *Regimented collectives*—organised groups, *Hideously*—horribly)

### Hints

1 Hitler's opinion of humanity in the mass was very low but correct

2. Virtue and intelligence as well as sin and stupidity are the qualities of individuals belonging to small groups. But when men and women get together in masses, they fall a prey to a kind of subhuman mindlessness and moral idiocy

3 Salvation and enlightenment also belong to the individuals and not to the masses

4 When large number of people were forced by the Nazis to spend their time in an aimless march together from one place to another, the purpose was to reduce them to a state of moral idiocy

5 It is high time we asked how to preserve the value and the integrity of the human individual

34 Friendship is above reason, for, though you find virtues in a friend, he was your friend, before you found them. It is a gift that we offer because we must, to give it as the reward of virtue would be to set a price upon it, and those who do that have no friendship to give. If you choose your friends on the ground that you are virtuous and want virtuous company you are no nearer to true friendship than if you choose them for commercial reasons. Besides who are you that should be setting a price upon your friendship? It is enough for any man that he has the divine power of making friends, and he must leave it to that power to determine who his friends shall be. For, though you may choose the virtuous to be your friends, they may not choose you, indeed friendship cannot grow where there is any calculated choice. It comes, like sleep when you are not thinking about it, and you should be grateful, without any misgiving, when it comes

So no man who knows what friendship is ever gave up a friend because he turns out to be disreputable. His only reason for giving up a friend is that he has ceased to care for him, and, when that happens he should reproach himself for this mortal poverty of affection, not the friend for having proved unworthy. For it is inhuman presumption to say of any man that he is unworthy of your friendship, just as

it is to say of any woman when you have fallen out of love with her, that she is unworthy of your love. In friendship and in love we are always humble, because we see that a free gift has been given to us, and to lose that humility because we have lost friendship or love is to take pride in what should shame us.

We have our judgements and our penalties as part of the political mechanism that is forced upon us so that we may continue to live, but friendship is not friendship at all unless it teaches us that these are not part of our real life. They have to be, and we pay men and clothe them in wigs and scarlet, to sit in judgement on other men. So we are tempted to play this game of judgement ourselves even though none has paid us to do it. It is only in the warmth of friendship that we see how cold a thing it is to judge and how stupid to take pleasure in judging, for we recognize this warmth as a positive good, a richness in our natures, while the coldness that sets us judging is a poverty. (469 words)

(Disreputable—with a bad reputation, Presumption—supposition, Humility—modesty)

#### Hints

1. Seeking a person's friendship for his virtue is unjustified for friendship is not a commercial dealing.
2. Friendship should be accepted as a natural boon and no one should set on it any price.
3. Deficiency in virtue is no reason to give up a person's friendship. He forfeits this right only if he stops being friendly to you.
4. Losing a friend is not an occasion to brand him as unworthy. It is an occasion to deplore the paucity of this blessing.
5. Judgement is a part of our political mechanism. It is stupid to judge in personal friendships.

35 To bring about an intellectual unity in India is, I am told, difficult and almost impossible, because of the fact that India has so many different languages.

But every nation in the world must solve its own problems or else accept defeat and degradation. All true civilizations have been built upon the bedrock of difficulties. Men who have rivers for their water supply, are to be envied, but those who have not must dig wells and find water in the depths of the soil. Let us never imagine that dust can be made to do the duty of water only because it is more easily available. We must accept bravely the inconvenient fact of diversit your languages, and at the same time admit that a foreign language, like foreign soil, may be good for hothouse culture, but not for that cultivation which is necessary for the maintenance of life.

Let us admit also that India is not like any one of the great countries of Europe which has its one language but like the whole of Europe, with her different people and languages. And yet Europe has a common civilization with an intellectual unity which is not based upon linguistic uniformity.

In the earlier stage of her culture all Europe had Latin for her language of learning. It was her *intellectual budtime* when all her petals of self expression closed into one point. But the perfection of her mental unfolding was not represented by the oneness of her literary medium. When the great European countries found their individual languages then only the true federation of cultures became possible in the West. The very differences of the channels made the exchange of ideas in Europe so rich and so varied. In fact, when natural differences find their harmony, then it is true unity, but artificial uniformity leads to lifelessness. We can well imagine what the loss to European civilization would be, if France, Italy, Germany and England through their separate agencies did not contribute to common treasure their individual earnings. And we know why when German culture tried to assert itself, it was resisted by all Europe as a calamity.

There was time when India also had her common language of culture in Sanskrit. But for the completeness of her exchange of thought, all her languages must attain their full power through which each of her peoples will show its special genius. This can never be done through a language which is foreign containing its own peculiar associations which are sure to obstruct our freedom of thought and creation. The use of English inevitably tends to turn our mind for its source of inspiration towards the West with which we can never be in intimate contact, and therefore our education will remain barren, or produce absurdities. The variety of our languages should not frighten us, but we should beware of the uselessness of borrowing the language of our culture from a far away land and making our moving stream stagnant and shallow. (493 words)

(Diversity—difference, unlikeness, *Hothouse culture*—artificial culture, *Intellectual budtime*—the beginning of intellectual development, *Mental unfolding*—the expression of mind, *Calamity*—disaster, *Barren*—unproductive, *Absurdities*—follies, *Stagnant*—motionless, hence stinking)

### Hints

- 1 It is customary to think that the diversity of languages makes it difficult to achieve intellectual unity in India.
- 2 Difficulties should not drive us into accepting a foreign language.
- 3 India is like the whole of Europe where the richness of cultural heritage does not spring from linguistic uniformity.
- 4 At one time, Europe had a common language—Latin. But the European culture got enriched only when European countries developed their individual languages and made their contribution to the common treasure.
- 5 Indian culture can also be enriched if different Indian States contribute their cultural richness but this cannot be done through a foreign medium.
- 36 Here then is the first answer to the question what is the aim of education? Its aim is to know the first rate in any subject that we study, with a view to achieving it as nearly as our powers allow. If we



could fix this firmly in our minds, we should not stumble through a variety of lessons, lectures and books like a drunk man, only partially aware where we are or what we are doing. We should cease to think that we go to school or college to pass examinations or to secure degrees or diplomas or to satisfy our teachers, though these may be, and are, incidental and limited objectives. We should have brought order into our education by realizing its true aim and we should have deepened into our minds, through practice, the sense that a worthy purpose in life is the desire for excellence, the pursuit of the first rate.

So far, so good. But a very important question remains unanswered. We should desire excellence, pursue the first rate. But, in what fields? The difficulty with education, as with life, is that it has so many fields. One would like to know the first rate in all of them but that is impossible for the limited mind and energy of man. Which, then, are the most important fields—or narrowing the problem further, which are those in which every human being ought to know the first-rate?

The most obvious field is our job in life, our vocation in the usual sense of the word. Clearly, whatever it is, we ought to know the first-rate, the best methods to employ. In this field of vocational education, the modern world does well: we have a conscience about it, at any rate, a sense of importance; our provision of vocational education is good, and in engineering or medicine, commerce or technology, nursing or hotel keeping, or any other of these activities which make up material civilization, we believe in quality. In the first rate, we have a clear idea of what it means and we often achieve it.

An educated man should know what is first rate in those activities which spring from the creative and intellectual faculties of human nature, such as literature, art, architecture and music. Architecture surrounds him in every city, literature meets him in every bookstall, music assails his ears on his radio set and from every juke-box, and art in its protean aspects of form and colour is a part of daily life. The architecture may often be bad, the literature and music often puerile, the art often undeserving of the name, but that is all the more reason why we should be able, in all of them, to distinguish good from bad.

I have argued that no one has a right to feel himself educated if he does not know what is first rate in his daily occupation and (so far as this is possible) in those fields where the creative and intellectual powers of man are revealed. But there is another job much more difficult than teaching or nursing or business or medicine, in which we are all concerned—the job of living, and there surely, as much as in any other pursuit, we need to know what is first rate.

We need clearer standards—or, to put it more simply, we need to have a clearer idea about the distinction between the first rate and second rate, between good and bad, in conduct and in life. Ignorance on this vital subject is written all over modern civilization. Our age contains a great deal of good—as much perhaps as any other age. But

I doubt if there has ever been an age in which good and bad were so mixed together, and the public as a whole so lacking in standards by which to distinguish them

But where does one learn what is first rate? The only way to learn it is to meet it. A medical student will learn something from seeing a great surgeon in the operating theatre or a great doctor in the hospital wards which all the textbooks in the world cannot tell him. If anyone wishes to know how to teach let him go and see a great teacher in the classroom. If he wishes to know what good painting or good banking is let him search out the best examples he can find in them. In any field the only way to learn is to see it. And the same surely is true in life itself. If we wish to know what the good life is we must make the acquaintance and if possible keep the company of those who have known its meaning and better still of those who have lived it. But who are they? And where shall we meet them?

It is in order that we meet them that what we call the humanities come into the curriculum. They are the subjects which deal with man.  
(About 830 words)

### Hints

1 The aim of education is not to pass the examination but to know the first rate in any subject we choose to study

2 Life is made up of a variety of fields so we should be discreet in choosing our fields of study

3 Our profession is the first sphere where we ought to know what is really first rate

4 An educated man is expected to know what is first rate in art literature architecture and music since these spheres are intimately related to life.

5 We should develop the capacity to distinguish between the first-rate and the second rate, that is between good and bad

6 The best means to know the first rate is to meet it that is to seek the company of those who are first rate in a subject and to observe them perform

7 Humanities should be a part of our curriculum

37 Variation in the purchasing power of money may be a serious matter. When prices fall constantly the business world may be discouraged and thrown into a state of depression. On the other hand when prices rise constantly business may become over excited and certainly the real incomes of the wage earning classes are automatically reduced so that discontent is engendered, and an era of disturbance in the distribution of wealth is ushered in.

Indeed there is no economic phenomenon which remains unaffected by an alteration in the purchasing power of money. The rate of interest will probably be affected because an anticipated rise in the value of what is saved naturally stimulates saving while an anticipated fall in its value has the reverse effect. And the relative prices of different

classes of securities will undoubtedly shift in a disturbing way. When prices ascend for instance, the value of shares in property, say of shares in industrial concerns will ascend because the value of the property to which they relate expressed in money will ascend, but no ascent will take place in the value of securities standing for loans of definite sums of money which have to be repaid at some time for example in the value of consols. Nevertheless we must not conclude off hand that for every reason steady prices are theoretically best for the community. One thought which should give pause may be expressed. When prices are steady a proper share of the benefits of progress does not automatically accrue to the wage earning classes and consequently repeated re adjustments of wages become needful. Possibly the ideal would be a fall in prices exactly corresponding in degree with productive progress but all economists would not endorse this pronouncement owing to the effect which they think falling prices have upon the directors of industry and in any event it would be impossible to bring about exactly or even approximately, such a variation in the purchasing power of money. From a practical point of view, when all advantages and disadvantages are weighed, it is probable that steady prices would be best if they could be secured. A suggestion has been made that countries acting in concert should regulate the quantity of money with reference to index numbers of prices so that prices are kept approximately stationary, but, though theoretically such a scheme should be carried out he would be a rash prophet who should venture to foretell that it is really feasible. However, we may conclude that reliable index numbers of general prices ought to be kept and made public (as they are) and carefully watched by the business world (as they are not ordinarily) with a view to orders relating to the future and adjustments of salaries and wages.

(455 words)

(Engendered—produced Usher in—to inaugurate Accrue to—to come by way of increase Acting in concert—acting together, Feasible—reasonable likely)

## Hints

- 1 Variation in the purchasing power of money has serious consequences
- 2 Fall in prices causes depression in business, but if prices rise, there is discontent among the working classes
- 3 Rate of interest varies with prices so do the relative prices of various kinds of securities though consols remain stationary
- 4 Theoretically the ideal should be a steady fall in prices corresponding to productive progress
- 5 However steady prices are probably the best
- 6 Countries should join to regulate the amount of money with reference to index numbers of prices

## Unsolved Passages

38. A vast responsibility therefore rests on our universities and educational institutions and those who guide their destinies. They have to keep their sight

burning and must not stray from the right path even when passion convulses the multitude and blinds many amongst those whose duty it is to set an example to others. We are not going to reach our goal through crookedness or flirting with evil in the hope that it may lead to good. The right end can never be fully achieved through wrong means.

Let us be clear about our national objective. We aim at a strong, free and democratic India where every citizen has an equal place and full opportunity of growth and service, where present day inequalities in wealth and status have ceased to be, where our vital impulses are directed to creative and co-operative endeavour. In such an India communalism separatism isolation untouchability, bigotry and exploitation of man by man have no place, and while religion is free, it is not allowed to interfere with the political and economic aspects of nation's life. If that is so, then all this business of Hindu and Muslim and Christian and Sikh must cease in so far as our political life is concerned, and we must build a united but composite nation where both individual and national freedom are secure.

We have passed through grievous trials. We have survived them but at a terrible cost, and the legacy they have left in tortured minds and stunted souls will pursue us for a long time. Our trials are not over. Let us prepare ourselves for them in the spirit of free and disciplined men and women stout of heart and purpose, who will not stray from the right path or forget our ideals and objectives. We have to start this work of healing and we have to build and create. The wounded body and spirit of India call upon all of us to dedicate ourselves to this great task. May we be worthy of the task and of India. (341 words)

Contrast—to agitate. Endeavour—effort, Bigotry—excessive enthusiasm, especially in religious matters, Grievous—severe.)

39. The history of civilization shows how man always has to choose between making the right and wrong use of the discoveries of science. This has never been more true than in our own age. In a brief period amazing discoveries have been made and applied to practical purposes.

It would be ungrateful not to recognize how immense are the boons which science has given to mankind. It has brought within the reach of multitudes benefits and advantages which only a short time ago were the privilege of the few. It has shown how malnutrition hunger and disease can be overcome. It has not only lengthened life but it has deepened its quality. Fields of knowledge, experience and recreation open in the past only to a few have been thrown open to millions. Through the work of science the ordinary man today has been given the opportunity of a longer and fuller life than was ever possible to his grandparents.

But the gifts of modern science can be misused. The motor-driven vehicle facilitates business and gives harmless enjoyment to many, but it can strew the roads with dead and dying. The cinema is a means of instruction and recreation opening 'magic easements' but it is often a channel of vulgarity and false values. The wireless can link the world together in a moment of time, but it can also be the instrument of lying propaganda. The aeroplane makes travel rapid and easy, but it can also become a weapon of destruction.

It is this twofold aspect of the use to which science can be put that has raised in an acute form the question as to how far it is morally justifiable to make and perfect discoveries and inventions which can be used for purposes of destruction or result in the ultimate impoverishment of man.

Take the development of nuclear physics. This, rightly used, should be of the greatest value to mankind, especially if existing sources of power come to an end. But at present the development of this science is largely with the object of producing weapons, such as the atomic and hydrogen bomb of unprecedented destructive power. The birth-rate and the expectation of life have increased by the removal of the older checks of hunger and disease on the growth of population. But the supplies of world food are not increasing at the same rate. Before long population will have outstripped the food available to feed it. When this happens the scramble for it will be intensified. War for the means of existence will be inevitable, and in the fight against starvation the land will be exhausted and soil erosion will change fertile plains into dust bowls. (450 words)

(*Multis*—*lex*—masses, *Malnutrition*—undernourishment, *Recreation*—amusement; *Facilitate*—to make easy, *Strew*—scatter, *Casement*—window, *Channel*—means of communication, *Impoverishment*—the act of making poor, *Unprecedented*—unparalleled before, *Scramble*—struggle to possess something, *Intensified*—made more acute; *Soil erosion*—the process of the wearing away of soil)

40. It is very easy to acquire bad habits, such as eating too many sweets or too much food, or drinking too much fluid of any kind, or smoking. The more we do a thing, the more we tend to like doing it, and, if we do not continue to do it, we feel unhappy. This is called the force of habit and the force of habit should be fought against.

Things which may be very good when only done from time to time, tend to become very harmful when done too often and too much. This applies even to such good things as work or rest. Some people form a bad habit of working too much, and others of idling too much. The wise man always remembers that this is true of himself and checks any bad habit. He says to himself 'I am now becoming idle', or 'I smoke too much', and then adds 'I will get myself out of this bad habit at once'.

One of the most widely spread of bad habits is the use of tobacco. Tobacco is now smoked or chewed by men, often by women and even by children, almost all over the world. It was brought into Europe from America by Sir Walter Raleigh, four centuries ago and has thence spread everywhere. I very much doubt whether there is any good in the habit, even when tobacco is not used to excess, and it is extremely difficult to get rid of the habit when once it has been formed.

Alcohol is taken in almost all cool and cold climates, and to a very much less extent in hot ones. Thus, it is taken by the people who live in the Himalayan Mountains, but not nearly so much by those who live in the plains of India. Alcohol is not necessary in any way to anybody. Millions of people are beginning to do without it entirely. In India it is not required by the people at all, and should be avoided by them altogether. The regular use of alcohol, even in small quantities, tends to cause mischief in many ways to various organs of the body.

(362 words)

41. Each nation has its own peculiar character which distinguishes it from others. But the peoples of the world have more points in which they are all like each other than points in which they are different. One type of person that is common in every country is the one who always tries to do little as he possibly can and to get as much in return as he can. His opposite, the man who is in the habit of doing more than is strictly necessary and is ready to accept what is offered in return, is rare everywhere.

Both these types are usually unconscious of their character. The man who avoids efforts is always talking about his rights; he appears to think that society owes him a pleasant, easy life. The man who is always doing more than his share talks of duties; he feels that the individual is in debt to society, and not society to the individual. As a result of their views, neither of these men thinks that he behaves at all strangely.

The man who tries to do as little as he can is always full of excuses, if he has neglected to do something, it was because he had a headache, or the weather was too hot—or too cold—or because he was prevented by bad luck. At first, other people, such as his friends and his employer, generously accept his stories, but soon they realise what kind of person he is. In the long run he deceives only himself. When his friends become cool towards him and he fails to make progress in his job, he is surprised and hurt. He blames everyone and everything except himself. He feels that society is failing in its duties towards him and that he is being unjustly treated. He soon becomes one of the discontented members of the society he lives in.

His public spirited opposite is never too busy to take on an extra piece of work that is the strangest thing about the whole business. If you want something done in a hurry, don't go to the man who has clearly not much to do. He will probably have a dozen excellent excuses for not being able to help you, much as he claims he

would like to. Go to the busiest man you know, particularly if you are sure that he has not a spare minute in the week. If your work is really important he will make time for it. (417 words)

42. Most of the world's peoples remain ignorant because they are poor. The achievements of modern science are unknown to them, even their agricultural techniques remain primitive in the extreme. Nor is any real attempt made to remove this ignorance. The imperialist powers spend but pitifully inadequate sums on education in their colonial territories, and on scientific or even technical education next to nothing. Aeroplanes fly over the remotest parts of the earth; steamships visit the remotest islands. Things in this penetrate almost everywhere. There is hardly a village, however primitive, where something made with the aid of wonderfully complex modern machinery is not to be found, even if it be only a loin cloth or a string of beads. But though the products of modern industry are carried to the ends of the earth, the art of making them is not—or when it is, the making is usually supervised by white overseers from the advanced countries, and the life of the native community goes on almost unaltered within a few miles of the sight where modernity has set up its marvels. A few areas have been heavily industrialised. Sometimes the most up-to-date machinery is found installed amid the most primitive surroundings. But the startling contrasts of productivity between country and country remain. There is no evidence at all that the African or the Indian or the Chinaman is by nature destined to be less productive, or less intelligent, than the Englishman or the American. The Russians have shown in our generation, as the Danes showed our fathers, how quickly a people can raise its standards of production if it sets to work with a clear will and purpose. The lands on which the poorer peoples live are not, in most cases, inferior lands. Many of the poorer peoples have rich land and considerable mineral wealth beneath it. No doubt, some of the poorest are crowded upon bad land, but who crowded them? And did not the land, in a good many of the cases, become poor because of the crowding and not because it was bad by nature? There are wealthy peoples today living on what was poor land *until they set to work to improve it, or on land that is poor still from an agricultural standpoint, but has been put up to a high site-value by use for industrial purposes.* The poverty of the physical environment provides no explanation of the poverty of the peoples. They are poor because they do not know; and they do not know because they are poor. Through all the startling economic developments of the past hundred years, this vicious circle has remained unbroken. (441 words)

(Primitive—backward; Inadequate—insufficient; Remote—farthest away; Penetrate—to go deep; Install—set up; Vicious—evil)

43. In the present condition of the world with its nervous apprehension it is essential and urgent for us to adjust ourselves to the new realities, adopt measures to prevent the abuse of the new, formidable means of destruction. We should develop a new flexibility, new powers of creative adoption.

Militarism and nationalism have become outdated, outmoded. Heraclitus spoke of war as the father of all changes. For centuries war has been used as a method for settling international disputes. It has been terrible in its consequences. It has wiped out whole civilizations and destroyed entire people. But the new weapons have completely changed the nature of warfare. If a general agreement is not reached, if mutual confidence is not restored, if competition in this lethal race goes on, we will live in a precarious way with the sentence of death threatening us all. War in the present age means the suicide, not the survival of man. As a method of settling international disputes, war has to be abandoned. There is no alternative to peace.

In mankind's chequered history we have fought each other again and again to uphold our distinctive ways of life. The instinct for each to cling to his own way is adopted by the nation-state at the present level of human evolution. Nationalism is a collective form of selfishness. Each race, each creed, each nation regards itself as the chosen of God, as the elect of the future, as the educator of the human race. There is a self-righteousness which each nation adopts about its culture, its pattern of life, and unconsciously, if not consciously, it uses its reason to serve its emotions and develop an aggressive hostility to all those who reject this pattern and are committed to other ways of life. We decide what we do not understand; we reject what we do

not recognise National arrogance is a characteristic of all nations, in the East as in the West. The ancient Greeks destroyed the great civilization they developed by their passionate and violent attachment to their states. La Fontaine distinguishing Frenchmen from the Spaniards by referring to national pride said 'ours is much more stupid and theirs much more mad'. A Frenchman declared that English is simply French badly spelt and badly pronounced. When national leaders use the apparatus of modern technology, the radio, television, etc., they tell their peoples they are dishonoured by defeat, that they are threatened by their neighbours, that they should dare all things and die, if necessary, for the glory of their fatherland or another country or ideological pattern. The barriers that separate peoples are thus intensified. The responsibility of literary writers and historians is great in the matter of exaggerating past wrongs and keeping old sores running. They help to make nations drunk by imparting to nations false memories, inducing in them a sense of cosmic vision. While as individual human beings, we are sensible, humble, generous and appreciative of others, as members of this or that nation state we are bitter, arrogant, vain and almost unbearable.

Nation states are too narrow for the modern world where we have conquered space and move faster than sound. Gandhi, even when he was fighting for India's independence, warned us against the reactionary character of nationalism. He said: 'A fallen and prostrate India cannot be of help to herself or the world. I want my country to be free that one day, if need be, she may die so that humanity may live. It is in self-surrender that we fortify ourselves.' (589 words)

—Dr. S. Radhakrishnan

(Apprehension—fear, Formidable—powerful, Lethal—deadly, Precarious—dangerous, Chequered—full of ups and downs, Deride—to ridicule, Fortify—to strengthen)

44. A blind reverence for the past is bad and so also is a contempt for it, for no future can be founded on either of these. The present and the future inevitably grow out of past and bear its stamp, and to forget this is to build without foundations and to cut off the roots of national growth. It is to ignore one of the most powerful forces that influence people. Nationalism is essentially a group memory of past achievements, traditions and experiences, and nationalism is stronger today than it has ever been. Many people thought that nationalism had its day and must inevitably give place to the ever growing international tendencies of the modern world. Socialism with its proletarian background derided national culture as something tied up with a decaying middle class. Capitalism itself became progressively international with its cartels and combines and overflowed national boundaries. Trade and commerce, easy communications and rapid transport, the radio and cinema, all helped to create an international atmosphere and to produce the delusion that nationalism was doomed.

Yet whenever a crisis has arisen nationalism has emerged again and dominated the scene, and people have sought comfort and strength in their old traditions. One of the remarkable developments of the present age has been the rediscovery of the past and of the nation. This going back to national traditions has been most marked in the ranks of labour and the proletarian elements who were supposed to be the foremost champions of international action. War or similar crisis dissolves their internationalism and they become subject to nationalist hates and fears even more than other groups. The most striking example of this is the recent development of the Soviet Union. Without giving up in any way its essential social and economic structure, it has become more nationalist minded and the appeal of the fatherland is now much greater than the appeal of international proletarianism. Famous figures in national history have again been revived and have become heroes of the Soviet people. The inspiring record of the Soviet people in this war, the strength and unity they have shown are no doubt due to social and economic structure which has resulted in social advances on a wide front, on planned production and consumption, on the development of science and its functions, and on the release of a vast quantity of new talent and capacity for leadership, as also on brilliant leadership. But it may also be partly due to a revival of national memories and traditions and new awareness of the past, of which the present was felt to be a continuation. It would be wrong to imagine that this nationalist outlook of Russia is just a reversion to old-styled nationalism. It is certainly not that. The tremendous experiences

of the revolution and all that followed it cannot be forgotten, and the changes that resulted from it in social structure and mental adjustment must remain. That social structure leads inevitably to a certain international outlook. Nevertheless nationalism has reappeared in such a way as to fit in with the new environment and add to the strength of the people. (Jawaharlal Nehru, *The Discovery of India*) (App 425 words)

(Proletarian—the poorest labouring class, Delusion—false belief, Reversion—going back)

45. What part should reading play in our lives? It should certainly not be a substitute for action, not for independent thinking, nor for conversation, but it may be a help and stimulant to action, thought and talk, and it is capable of providing almost infinite pleasure. There on our bookshelves or on summons from a library are wit, wisdom, adventure, romance from all ages and all over the world. Is there any wonder that our eyes sometimes stray wistfully to the bookshelves and away from a dull visitor, or that we shirk a tiresome duty for an exciting book?

Books or people? Reading or conversation or, nowadays, listening in to the radio? Which is the better way to gain knowledge or to spend your leisure? Some fortunate people seem always to find time for both and to enjoy both almost equally. My great friend, Arthur Wauchope, a fine soldier, a most able administrator and a very gifted personality, was a constant reader, yet was always ready to lay aside a book for talk and was a most interesting and interested talker.

The advantages of reading over talk are of course that we can select the book that suits our mood, can go at our own pace, skip, or turn back, whereas we cannot turn over two pages of a tedious companion or close him, or her, with a bang. But reading lacks the human touch, the salt of life, and is, therefore, a dangerous substitute for thought or action. Bacon in one of his essays says that reading maketh a full man; conference (that is talking) a ready man, and writing an exact man. One would like to be full of knowledge, ready in speech, and exact by training. But full of what? What sort of reading has impressed itself on my memory, and what books have found a permanent place on my bookshelves?

To begin with my profession, soldering. I do not believe that soldering, a practical business, in which human nature is the main element, can be learnt from text books, and more than can boxing or cricket or golf. But for those who have grasped the principles of war and have understood that the human factor is the most important element in it there is military reading that is fascinating and valuable.

'Read and re-read the campaigns of the great commanders,' said Napoleon. I would venture to put it differently and would say that the lives and characters of the great commanders are what students of war should examine, since their campaigns are only incidents in them, and that the behaviour of leaders and of their men in the field is the subject for study. Take Napoleon's first campaign of 1796. The text book will tell you that he won by manoeuvre on interior lines or by the principle of concentration of force or some similar conjuration. One learns nothing. I hold, by such dogma.

In my general reading, history, biography and travel occupy, I think, first place; and since I have spent a considerable proportion of my life in the East there are a good number of volumes on India and the Middle East. There is plenty of poetry on my shelves and a good deal of it in my head. I have put my notions of poetry in a book already and will not repeat them here, except to express my firm belief that poetry in some shape or another is one of the most precious of our heritages, and that much of what tries to pass for poetry nowadays is not poetry at all, and not even decently camouflaged as such. Poetry should dance in the mind, and blow one a kiss, or gallop to adventure with a cheer; or whisper gently of sad things past, not shuffle or slouch past with dark incomprehensible mutterings. Perhaps I am getting old, anyway I prefer the old poets.

Lastly comes what is sometimes called 'escapist' literature, the books we read with no other aim than to rest or to amuse the mind, to forget the day's chores and the morrow's anxieties. This is perhaps the most pleasant form of reading for most,



and I suspect the only form of reading for many. The volume chosen may be either a thriller or soother—a thriller to bring sense of adventure into the dull daily routine or a soother to rest tired nerves. Our grandfathers in their leisurely days were content with the stately comfortable three-volume novel but that had passed before the beginning of this century. Modern novels are more complicated and sophisticated than that. There was a reaction during the war to the older, simpler works, to Jane Austen and Trollope to Victorian simplicity.

You will choose your books as you chose your friends with taste and discrimination I hope, because they can tell you something of your profession and interests because they are wise and helpful because they can stir your blood with their tales of adventure or because they are gay and witty. I can only wish you will get as much pleasure from them as I have from my books. (854 words)

(Stimulant—that which provokes. Wisfully—with some longing. Manoeuvre—a clever movement. Conjunction—magic, Camouflaged—to disguise, Slouch—to go in a drooping manner)

## Letter-Writing

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### (Section I Personal Letters)

Personal letters are friendly or social letters to relatives, friends, intimate neighbours etc. The tone in these letters should be informal and natural, the style should be easy and conversational. An occasional colloquial word and a touch of witticism will make your letters more colourful, intimate and impressive.

The following points should be carefully noted while writing personal letters

(a) Your address along with the date is written at the top right-hand corner of the letter

F-43, Ramesh Nagar,  
New Delhi  
July 3, 19 .

(b) The date may be written in any one of the following forms: July 3, 19 , 3rd July, 19 , July 3rd, 19 . But it should never be written as 3/7/19 or 3-7-19

(c) The salutation usually is . *My dear Father* , *My dear Brother* , *Dear Nirmal* , *Munish Dear* , etc.

(d) The body of the letter should be divided into paragraphs, each paragraph containing a single idea. There should be no formal introductions, no postscripts

(e) The subscription should be written at the right hand bottom of the letter. It should correspond to the salutation in tone. In personal correspondence, the salutation usually is *Yours affectionately* , *Yours sincerely* , *Your loving son* , *Your loving daughter* , *Affectionately yours* ; *Sincerely yours* . It is incorrect to write *Yours sincerely* or *Yours loving son*

1 Write a letter to your friend congratulating her on her brilliant success in the examination

Anand Kumar,  
F-24, Lajpat Nagar,  
New Delhi.

June 30, 19..

My dear Suman,

How I wish this fine breeze blowing outside could carry to you my hearty felicitations on your brilliant success in the degree examination. This letter will take very long to reach you and I am feeling annoyed with the slowness of our 'quick' means of communication. Your result appears to me the crowning achievement of a brilliant academic career. Your keen perception and clear understanding, your sense of devotion and purpose have at last been befittingly rewarded. My congratulations once again

Your success is highly inspiring even to a mediocre student like me, and frankly, when I am proud of you, I am envious too! Suman, you appear to have the knack of pleasing the examiners. Can't you share this secret with me?

Mummy is all praise for you. At the moment you are both her darling and ideal. Your virtues are being played up, but you deserve the praise. So I am quietly bearing all this. Ajay and Kitty are pestering me to ask you for sweets. When do we expect a treat?

Yours sincerely,  
Neeru.

(*Felicitations*—congratulations, *Perception*—the power of observation; *Mediocre*—average, *Pester*—to press hard)

2 Write a letter to a friend who has failed in the B.A. examination

L-71 Model Town,  
Ludhiana

July 3, 19..

My dear Umesh,

Your result came to me as a real shock. I had never even dreamt that an industrious and intelligent student like you would fail in the examination. But then examination is a very unreliable company. Sometimes, it flings such surprises and plays such nasty tricks! However, if you can be optimistic and think that every cloud has a silver lining, you can accept your failure as a challenge and an opportunity to show a really creditable result next time. Remember my friend Satish? He got plucked in his first attempt but stood third in the University next year. So buckle up and get going. May better luck attend you when you appear next!

With love,

Sincerely yours,  
Alok,

(*Industrious*—hard working, *Unreliable*—undependable, *Fling*—to throw, *Buckle up*—to get ready)

3 Write a letter of condolence to a friend on the death of his father

G-96, Greater Kailash,  
New Delhi

27th March, 19

Dear Ahmed,

The news of your father's death came to me as a great shock. You and Mummy must be wondering whether there is any sense in his untimely death. But do not lose heart. You being the eldest in the family, everyone should be looking up to you for solace. Besides, you will have to support them too. So take courage and God will give you the strength to do so.

I know it is easier to say 'bear' up than to practise it. However, what else can one do? God's ways are many and there is no point in disputing them. I pray that God may help you and grant peace to the soul. He has gathered up to Him.

Yours affectionately,  
Iqbal

(*Solace*—consolation, *Dispute*—to quarrel with)

4 Write a letter to a friend asking for a loan. Also draft a polite reply refusing it.

4, Netaji Marg,  
Delhi

June 17, 19

My dear Krishnan,

My younger brother Pawan has been selected for admission to the All India Institute of Medical Sciences for a degree course in medicine. While this is an occasion for rejoicing, I am slightly worried, for unfortunately I am not in a position to pay for his dues, his books and other initial expenditure. May I request you to lend me five hundred rupees for about three months. I have applied to the Life Insurance Corporation of India for a loan against my policy and I promise to return the money as soon as the loan is sanctioned.

A request of this kind is most embarrassing to make, but I do hope I shall not be disappointed.

With regards,

Yours sincerely,  
F. Vaidyanathan

Reply to the above

7, Main Market,  
Lodhi Road,  
New Delhi

June 21, 19.. .

Dear Vaidyanathan,

My hearty congratulations on your younger brother's selection for admission to the medical course

How I wish I could have helped you in your present need! And how embarrassed do I feel to say no to a friend who is so dear to me. My mother's indifferent health over the years has practically drained all my resources. Only last week I got her admitted to Dr Gupta's nursing home. It has proved a costly arrangement and if a friend had not come to my rescue I would have been hard pressed for money myself. I earnestly regret my inability to help you.

Apologetically yours,  
Krishnan

*5 Write a letter to your father telling him what you propose to do after graduation*

76, D A V College Hostel,  
Jullundur City

April 23, 19

My dear Papa,

Let heavens be thanked that the examinations are at last over. Though my performance has been quite satisfactory, I must admit that it is tortuous to go through this experience. Christ was right when he observed, 'O God, never put anyone to test.'

I appreciate your leaving the choice of my career to myself. I am firmly resolved to join you in business. I have never experienced any fascination for a white-collared job. It offers no incentive for hard work, its routine work carries no thrills. I am fully convinced that only business can give free play to my creative faculties. Besides, you need some relief after such a long spell of hard struggle. It will give me pleasure to be of service to you. In addition, I might like to pursue a course in Business Management in the evenings. Such a course should prove beneficial in the long run.

I am sure my decision will be welcomed.

With regards,

Your loving son,  
Rajiv

(*Tortuous*—painful, *Fascination*—attraction, *Incentive*—encouragement, *Faculties*—powers)

6 Write a letter of apology to a friend for not having kept an appointment

E 4, Rajouri Garden,  
New Delhi  
7th March, 19

Dear Rashmi,

You must be fretting and fuming over my inability to reach the Regal Theatre last evening. In my imagination, I can vividly see you standing in a corner impatiently looking at your watch, your eyes searching for me. As the hands of the clock approach the critical 6.30, you get both anxious and annoyed. Finally, at about 6.40 you curse me and decide to enter the theatre all alone. Yes, I can imagine all this. I owe you my apologies, but my explanation too.

Last evening instead of being at the Regal I had to be in the casualty ward of the Willingdon Hospital, for my nephew Tikki was run over by a rash scooterist. Besides some minor injuries we feared a fracture in the leg, so we had to rush to the hospital. Screening revealed the bone to be intact, and after dressing up the wounds, the authorities relieved the child, but *not before* we had quite a few anxious moments. Tikki's progress is quite satisfactory, hence there is no cause for anxiety.

In missing this appointment, the loss was entirely mine. We shall have to fix it some other time. Let me hope I am more fortunate next time.

Did you enjoy the movie?

Affectionately yours,  
Nisha

(*Fretting and fuming*—feeling annoyed)

7 Write a letter to a former school friend, giving him an account of your life at college

New College Hostel,  
Palace Road,  
Madras  
14th August, 19

Dear Avinash,

It is indeed a long time since I wrote to you. Now that I have settled down properly in the ways of college life, I thought of telling you how my days are spent.

Our college is very big and has three-four storeyed blocks. I have yet to find out whether all the rooms are used. Life here is so different

from the one we had in school. One goes along the classes and roll call is had for every period. The lecturers come and deliver their lectures. The students take down notes or do not do so if they please. However, I find that our lecturers are really good. They are clear and lucid. When they give us an assignment after a series of lectures, one knows exactly what to do.

We have an excellent library full of the material we need. I really enjoy letting myself loose in it. It is hard work, but interesting. I have joined the Literary Society, the Debating Society and the Dramatic Society. During free periods when I am not in the library, there is something going on in one or other society. At present I am trying to write three assignments: an article for the Literary Society, and learn my part in a play. Hectic life, eh!

There is reams more to write, but let me hear from you first.

Sincerely yours,  
Samir

(*Lucid*—easily understandable, *Hectic*—full of activity)

8. Write a letter to your younger brother who is a bookworm advising him to take active part in games also.

87, Lower Mall,  
Simla.  
February 16, 19

Rajnish dear,

My recent brief stay at Delhi was both pleasant and agonising. While it delighted me to observe your single minded devotion to your studies, I was a little alarmed to see your apathy to sports, games or any other physical activity. Your hard work is telling upon your health. I wonder if none in the family has marked the deterioration in your health.

At Delhi, I found you virtually glued to your table. Even your evenings were spent in your study. And on the few occasions I proposed a walk or a game, I did not find you very enthusiastic. Perhaps you felt it would be waste of time to have a game or two in the evening. May I point out that though the mind is a tireless worker, it just cannot work efficiently in a tired body. A brief diversion, preferably a game in the evening, adds to physical fitness, refreshes the mind and raises the efficiency of work. Thus the time spent in playing is more than made up.

Have you ever come across a term like the homogeneous development of personality? If your education does not teach you to aim at it, you do not even understand the essentials of education.

Are you planning a visit to Simla this summer? We have fine badminton courts near our house and I hope, you will develop a liking for the game once you start playing it.

Affectionately yours,  
Susmit.

(*Agonising*—painful, *Apathy*—indifference, *Deterioration*—decline, *Glad*—lured, *Diversion*—change, *Homogeneous*—balanced, proportionate, all round)

9 Write a letter to your younger brother whether he should take up Science or Arts in the College

19, Shivaji Marg,  
Jaipur

June 12, 19

Umesh dear,

I am quite convinced that there are certain spheres of one's life in which one should go by one's own choice rather than follow another's counsel. The choice of one's subjects of study and one's life partner are two such spheres. Hence while I feel honoured by your letter asking me to advise you whether you should offer Science or Arts in your college, I find myself incompetent to offer you any such advice.

Unless one is genuinely interested in the study of a subject, one should never go in for it. India is already full of square pegs in round holes, who are doing more harm than good to themselves as well as their country. I do not want you to plod heavily, you must skip along; you must make a mark wherever you are, and that is not possible unless your subject can fully absorb you.

You might ask me which subject offers better openings in life. The answer is very simple. If you are at the top, there is an opportunity waiting for you everywhere. If you are a second or third rate student, you have no prospects anywhere. Choose the subject in which you feel interested, dedicate yourself to its exhaustive study and you will find your labour amply rewarded. May I hope this will help you to make up your mind?

With love,

Affectionately yours,  
Suresh

(*Incompetent*—unfit, *Genuinely*—really, *Plod*—to move slowly, *Prospects*—future hopes, *Exhaustive*—comprehensive)

10 Write a letter to your father explaining why you do not want to marry at this stage

G 70, Malviya Nagar,  
New Delhi,

October 15, 19

My dear Father,

I have just received your letter containing a marriage proposal with a girl's photograph. While I have no comments to make on the photograph, I beg not to be pressed to give in to the proposal. I have just finished my



academic career and am still quite raw in the professional world. In fact, I am only groping to find my moorings. I am convinced that however desirable and attractive wedlock may be, once I am caught into its meshes, my entire struggle for an impressive career will be doomed. It is a competitive world with the goddess of success difficult to please. I am resolved not to marry till I have made a mark in life.

True, life at home is pretty easy and mother, old as she is, eager to fulfil her last wish. She is yearning to see the face of her daughter-in-law. With due regards for her sentiments, I submit that the very idea of matrimony, for the present at least, is awfully repulsive to me.

May I hope I shall not be dubbed as unduly stubborn?

Your loving son,  
Harbinder

(*Raw*—inexperienced, *Grope*—to search by feeling about, *Moorings*—the place to which one belongs, *Meshes*—net, *Yearn*—to long, *Repulsive*—unpleasant, *Stubborn*—obstinate)

11 Write a letter from a father to his son expressing concern at the bad report that has been sent to him regarding his studies at college.

A 6, Model Town,  
Karnal

September 15, 19

My dear Anil,

I have received a letter from the Principal of your college informing me of your miserable performance in the first two Internal Assessment tests. You have cut a sorry figure in almost all the subjects, but your performance in English is just disgraceful. I am not sure of you, but at least I am ashamed of this report. When your result for the Higher Secondary examination was declared, we felt proud of your performance. But if this progress report is any indication, I do not think that performance can ever be repeated.

I wish I could express my disappointment in such a manner that you could realise its depth. We aren't rich, you know, and I have staked my all to keep you at the college. I have incurred heavy debts to provide you with books, and college and hostel fees, and to send you your monthly expenses. Sometimes I shudder to think how these mounting debts will be paid off. But do I spend this heavy amount so that you may make merry in the company of some good for nothing fellows and squander your time as well as money?

You are an intelligent boy and if you exert yourself a little, you can easily make up your deficiency and improve your result. Should I hope that the next report from your college will be encouraging?

Affectionately yours,  
Ram Das.

12 *A friend of yours is a chain smoker. His health is deteriorating. Write a letter to him advising him to give up smoking.*

R 339 New Rajinder Nagar,  
New Delhi-5

October 6, 19

My dear Deepak,

I wonder whether the other day when I met you at the Wengers, you smoked five cigarettes one after the other to impress (?) me or you have actually become a chain smoker. The stains on your fingers and the frequent bouts of hollow cough indicated the latter possibility. You were no longer your vivacious self and I even felt that hard smoking had started telling on your health. Let me say that I was more grieved than impressed.

Has Uncle Gupta changed his residence? For I cannot imagine that a person who has once seen him writing in fits of cough as a result of smoking can even dare touch a cigarette. It is not very long since he was blooming with youthful vigour and let out ringlets of smoke in a stylish manner. He had taken to smoking only as a hobby. But soon he got addicted to it. He fell a victim to a number of loathsome diseases and was soon reduced to a horrifying skeleton. How you shuddered to see him caught in convulsions! And today you are following in his footsteps! I am really sorry!

My letter presents a gloomy picture. I do not think ill of you, in fact, I pray for your health. But I do feel convinced that a timely warning, however stern is better than futile repentance later. There is still time. With a little determination, you can easily get rid of this habit. Abrupt giving up might be difficult and even undesirable but you could gradually reduce your consumption of cigarettes till you could totally stop. I am told that some homoeopathic medicines reduce craving for tobacco. Perhaps you could try.

Affectionately yours,  
Gautam

(*Vivacious*—happy, lively, *Writhing*—twisting, *Loathsome*—hateful, detestable, *Convulsion*—twisting movement.)

13 *Write a letter to a friend describing hostel life.*

St Thomas Hostel,  
Mylapore,  
Madras.

4th December, 19 .

My dear Jaya,

You are curious to know about my life here. Strange, is it not? All these months I have not mentioned this aspect to you, and yet it is a new experience.

When I first came to the hostel I was rather apprehensive. New place, new people, new everything! The first night I just disappeared into my room and refused to come out, even for dinner. The next morning, I got up early, bathed, dressed and was down first for breakfast. I had gone back to my room before anyone appeared for breakfast. I am going to hate it, I thought.

Gradually, however, I got used to the hostel and began mixing with my companions. Though the environment is completely different, I found that girls will be girls and I made friends with some.

Now that I have attained a balanced perspective, I find this life pretty interesting. We all have separate rooms, but instead of walls, screens separate the rooms. This enables us to talk to each other from one's own room.

Discipline is good and reasonable. We are supposed to be up by 6 a.m., breakfast at 7, lunch at 1.30, tea at 4 and dinner at 7. We can study for about three hours at night and we get about one hour in the morning.

Practical jokers abound in the hostel. One of the science students whom we affectionately call Lux is the worst. Her favourite occupation is to throw lifelike scorpions, spiders and other creepy crawlies into the room where girls are studying. Result—screams and a rush for safety.

Life in a hostel is helpful in making us more self-reliant and careful of how we spend our money. One learns to keep an eye on one's purse. Being a whole lot of us together, we learn to live peaceably in a community, and how to give and take. I have also learnt that in this way I can study and prepare my lessons together.

I guess I better stop now, or else, I'll be writing till tomorrow. How is aunty? Please convey my regards to all at home.

With love,

Your affectionate friend,  
Suman.

(*Apprehensive*—full of fears, *Perspective*—point of view, *Creepy crawlies*—small crawling insects.)

14 Write a letter to your sister about a real or imaginary fight in an aeroplane.

F 175 Sarojini Nagar,  
New Delhi.

24th April, 19 .

My dear Shobha,

You must be waiting impatiently for this letter describing my flight to Delhi. Here it comes, written when everything is still fresh in my mind.

We were ushered into the plane by two smiling air hostesses. I was lucky enough to get a window seat a little behind the wings that provided uninterrupted view. We fastened our safety belts, stuffed our ears with cotton wool and munched gum. The signal was given. The propellers began whirling as the engines revved up and the plane taxied on faster and faster. Suddenly we were airborne! As we rose higher, everything on earth seemed to grow smaller.

As we flew over Madras, the city seemed to be a place full of doll houses, with its inhabitants looking like an army of dolls hurrying about. Soon we had left the city far behind and just as I was looking at a tiny factory, the plane rose above the clouds.

There we were, winging our way onwards. We had as a carpet shining clean clouds. For a roof there was the clear blue sky with a sun shining benignly on us.

The clouds dispersed. Way down, I could see a river gleaming like silver ribbon, it wound its way lazily along, flanked by emerald green fields. Villages looked like clusters of tiny huts. A train puffed along carrying its varied cargo.

Gradually, darkness fell, and the stars began peeping out in ones and twos. As we approached Delhi we had a starry sky above and a starry city beneath. We made a smooth landing. Yet, though my feet are now firmly on terra firma, my head is still in the clouds. More in the next letter.

With love,

Your affectionate sister,  
Vinita

(*Ushered*—taken inside, *Whir*—to move with a circular motion, *Rev*—to revolve, *Benignly*—mercifully, *Varied*—miscellaneous, *Cargo*—luggage, *Terra firma*—solid earth)

## Section II Official Correspondence

An official letter is more formal than a personal one. After giving our address at the right hand top we make it clear to whom we are writing by giving the name and address of the person written to. Our salutation is also formal. We begin as 'Dear Sir' (or 'Dear Madam') if we are writing to the Manager, or 'Dear Sirs' if we are writing to a group as a whole. At the end, we sign it 'Yours faithfully' with our full name. To the Editor of a newspaper we generally write 'Yours truly'. The letter itself is also quite formal. Hence, it is written in good English free from slang.

15 Write a letter to the Post Master stating that you have not received a money order sent to you by your brother about a month back.

1156, Sector 16-A,  
Chandigarh.

November 16, 19..

The Post Master,  
The General Post Office,  
Chandigarh

Sir,

My brother has informed me that he remitted to me a sum of Rs 200 by money order on 18th October from the Hazrat Ganj Post Office, Lucknow. The remittance receipt is numbered 1568. It is almost a month and I have yet to receive the money. About a fortnight back I approached the Post Master in my sector, who asked me to make a written complaint with complete details. The complaint was duly submitted to him on 31st October. I was given an oral assurance that he would look into the matter, but it is a fortnight since and I find no trace of the lost money order. Nor is the Post Master very positive in his replies. I am a student here and next week I have to send to the University my examination fee. Any delay now will put me to a good deal of hardship. May I request you to take some personal interest and expedite the payment.

Yours faithfully,  
Mohan Mirchandani.

16. Write a letter to the Divisional Traffic Superintendent reporting a missing brief case

B 8/48, Phagli,  
Simla-4.

May 18, 19..

The Divisional Traffic Superintendent,  
Chandigarh

Sir,

On the night of 16th May, I left Delhi for Simla by Kalka Mail. I had to change the train at Kalka. As you should be aware, at Kalka, there is always a mad rush to get into that small train that carries the passengers away to the hills. In that confusion, a small brief case was left by me in the Kalka Mail. I detected the loss only at Simla station. I made a thorough but vain search of the compartment; so I concluded that it had been left in the Kalka Mail.

I was travelling in a second class compartment adjoining the Guard's van. My seat was reserved and the Reservation No. is T 1437. It is a black, leather brief case measuring 45 cm × 30 cm. It is locked. It contains, besides some books, a purse containing about Rs. 240 and a file containing some valuable papers.

## LETTER-WRITING

I hope you will be good enough to make enquiries and help in tracing the missing brief case

Yours faithfully,  
Pawan Kumar

17 Write a letter to the Manager of a commercial firm for the post of a clerical assistant

G 30, Model Town,  
Delhi 110009  
March 13, 19

The Manager,  
M/s Guest Keen Williams,  
Parliament Street,  
New Delhi

Dear Sir,

With reference to your advertisement in the Hindustan Times dated 10th instant for the post of a clerical assistant in your office, I would like to offer myself as a candidate. My academic qualifications and other relevant particulars are furnished below

- |                               |  |
|-------------------------------|--|
| 1 Name                        | Ajit Sharma  |
| 2 Address                     | G 30, Model Town, Delhi 110009   |
| 3 Date of birth               | 1st May, 1947.   |
| 4 Academic qualifications     | Higher Secondary examination from the Central Board of Secondary Education, Delhi, in 1963 with 58% marks<br>B A from Delhi University in 1966 with 56% marks          |
| 5 Professional qualifications | Diploma in typing and shorthand from I T I in 1968<br>The present typing and shorthand speed 45 w p m. and 120 w p m   |
| 6 Extra curricular activities | During the years 1963-65 I represented my college in debates and declamation contests in English<br>I also edited the English section of my college magazine, the Ravi |
| 7 Experience                  | Since September, 1968, I have been working with M/s Frick India Ltd as a clerical assistant on a consolidated salary of Rs. 650 p m.                                   |

I am desirous of leaving my present job only because it does not offer me such good prospects as I wish to have. My relations with my officer are cordial and he is quite satisfied with my work as will be evident from the copies of testimonials I enclose herewith.

If I am given the post, I may assure you, Sir, that I shall do my best to give you every satisfaction.

I would be eagerly waiting for an interview.

Yours faithfully,  
Ajit Sharma

Encls Attested copies of the following

- 1 Higher Secondary certificate ,
- 2 B A degree ,
- 3 Diploma from I T I ,
- 4 Testimonial from Principal, Deshbandhu College ,
- 5 Testimonial from Manager Irick India Ltd

18 Write a letter to the Principal of your college suggesting some improvements in the college library.

The Principal,  
Hans Raj College,  
Delhi

Dear Sir,

I am a student of English Honours in this college and I regret to observe that it is rather an unpleasant experience to walk into the college library. The suffocating atmosphere of the library with uninterrupted noise going on all around is hardly conducive to studies. Besides, the library is not spacious enough to provide sitting accommodation to many students. Could we have the reading room separated from the General section in order to ensure peace so badly needed for concentrated reading, it would prove a real blessing to the students.

If we turn towards the shelves, we do not find them properly dusted. Nor are the books found in their shelves. It is not an unusual experience to find Hamlet in the company of Samuelson or Dr Radhakrishnan pushed into oblivion by an irrisping biologist. The most important books on the subject are never to be found on the shelf. The librarian tells us that they are lying with the lecturers. Incidentally, some of the lecturers of our college have as many as two hundred books issued in their name. Shouldn't they be reminded that the students also might need these books?

I would also request you to set up departmental libraries and streamline the functioning of the textbook section. Books in the latter section should not, at any cost, be issued to anyone. It is also desirable that each

## LETTER WRITING

department is requested to authorise a teacher to supervise the purchase of books in his department. This will make the purchase more systematic and eliminate the possibility of unnecessary duplication or any other unwanted addition.

The magazine section also needs some changes. I believe it was years back that the college decided which periodicals and journals to subscribe to and since then the list has never been revised. Could we make provision for the latest periodicals? Also, the latest arrivals should be prominently displayed to catch the attention of the students.

The students of this college would be highly indebted to you, Sir, if some of these suggestions could be carried out at an early date.

Yours faithfully,  
Vinod Gupta

January 12, 19

(*Uninterrupted*—continuous, *Conducive*—helpful in promoting something, *Oblivion*—obscurity, the state of being forgotten)

19 Write a letter to the editor of a newspaper complaining against a difficult question paper

The Editor,  
The Times of India,  
New Delhi

Sir,

Is it to make an objective assessment of a student's intelligence and knowledge or to play a practical joke on him or to satisfy their own whims that some of our examiners set their papers? I have before me the question paper in History for the B.A. Pass (II Yr) students of Delhi University. I really wonder if the examiner was clear about the framework within which he was working. This course includes the Moghul and the British periods of the History of India. In order to facilitate the study of the subject, the entire syllabus is divided into topics. The examiner seems to have completely overlooked the nature of the syllabus. Besides, the division of the questions is highly unbalanced. Perhaps either the examiner had an aversion to the Moghuls or he thought they never existed, for I hardly find any question about them.

Yours truly,  
A sufferer

Rita Taneja  
N 37, Kirti Nagar  
New Delhi 110015  
April 25, 19

(*Assessment*—evaluation, *Facilitate*—to make it easy, *Aversion*—dislike)



20 Write a letter to the editor of a newspaper commenting on reckless driving in the city

The Editor,  
The Hindustan Times,  
New Delhi

Sir,

Accidents resulting from reckless driving have become a daily affair. The speed maniacs responsible for most of them escape punishment because after knocking down a person they speed away before anyone could take down the number of their vehicle. Truck drivers rush past as though the size of their vehicle gave them a right to monopolise the road. Auto rickshaw drivers overtake from the left, disregarding all traffic rules. The penalties imposed for reckless driving are much too lenient to be effective. We need a larger squad of traffic police to control the traffic and challan those who exceed the speed limits. The penalty for reckless driving should also be raised. This will make them realise that the roads are maintained at public cost and are for the use of general public as well.

Yours truly,  
B N Shah

C 2 Hauz Khas,  
New Delhi  
4th July, 19

(*Speed maniacs*—those who are crazy to drive their vehicles at a very high speed, *Monopolise*—to have an exclusive control)

21 Write a letter to the editor of a newspaper on the evils of street begging

The Editor,  
The Times of India  
New Delhi

Sir,

It is a big nuisance to be confronted by street beggars at all odd places. Like the God Almighty they seem to be omnipresent. You are waiting for a bus at the bus stand or walking down a road with your friend they appear from nowhere and start an endless volley of entreaties and blessings. They follow you close at your heels and keep pestering you till you give them some coins out of a sense of sheer disgust and helplessness.

Most of these beggars are quite stout and healthy. They have taken to begging for they find it a better and more convenient source of income than labour. They often operate in gangs and their leaders, we are told, hold a bank balance that would do credit to an important business magnate. In order to arouse pity they employ very ingenious methods. They are

clad in rags and are often disguised as physically disabled or handicapped. They also use as tools women with new born babes or young children. Then they are fine psychologists, for they know how successfully to appeal to a passerby's sentiments. Foreigners are their most privileged victims. No wonder people abroad still think of India as a country of snakes, elephants and beggars.

Charity, in our country, enjoys religious sanctity. But it is conveniently forgotten that misplaced charity is good neither for the one who shows it nor for one to whom it is shown. It encourages idleness and inactivity. It produces parasites and wastes a sizeable amount of human power. Crippled beggars should of course be looked after by the State. Those who are suffering from infectious diseases should be removed to hospitals lest they spread their infection. All able-bodied beggars should be taken to poor houses and taught some useful trades. Street begging should be legally banned. At the same time public opinion should be educated to discourage begging. Begging is one of the worst social evils and the earlier it is eradicated the better it would be in the interest of our nation.

Your truly,  
A Citizen.

R.L. Gupta,  
A 12, Rani Bagh,  
Delhi  
August 8, 19

(Confront—face, Valley—outburst, Entreaty—request, Ingenious—clever, Sanctity—sacredness, Misplaced—misdirected, Parasite—one who lives on another's labour, Eradicate—remove)

22 Write a letter to the editor of a daily newspaper commenting on the increasing display of violence and sex in Indian films.

The Editor,  
The Statesman,  
New Delhi

Sir,

The increasing display of violence and sex in Indian films is highly disconcerting. The producers feel that the success of their film can be ensured only by a liberal inclusion of scantily dressed young women swaying their limbs in all kinds of vulgar manner. Bed room scenes, bathing scenes, rape scenes, whether or not the story demands them, are tucked in at every odd place. As a result, most of the Indian films now abound in scenes which are disgustingly lewd and utterly unsuitable for mass viewing.

Another menace on increase is the use of violence. The fight composer has come to acquire a far greater importance than the director himself, and he is persistently striving to discover ingenious ways of perpetrating cruelty. Torture and persecution are being raised to the level of art.

The ill effect of this unabashed indulgence in violence on the minds of young boys and girls who feel exalted in imitating their heroes cannot be underestimated. Their entire sensibility is being gradually contaminated. They now think that violence not only enjoys social sanction but is something to gloat over and they claim licence to indulge in it. The situation has become too grave to be neglected any longer.

But the solution does not lie in a kind of blanket directive that all scenes depicting sex and violence should be strictly excluded from films. Sex, the physical manifestation of love, if treated artistically, becomes a source of infinite pleasure. Violence is one way in which evil is objectified and any medium that aims at a faithful representation of life cannot exclude evil altogether. All that is needed is that the depiction of sex be redeemed from vulgarity and lasciviousness and violence be depicted in such a manner that it appears soul-some and repulsive rather than glorious.

Yours faithfully,  
Sudha Jain.

H 1/73, Lajpat Nagar,  
New Delhi

September 1, 19

(*Disconcerting*—disturbing, *Menace*—a threatening danger, *Ingenious*—clever, *Perpetrate*—to commit, *Unashamed*—shameless, *Contaminate*—to pollute, *Lasciviousness*—wantonness, vulgarity)

23 Write a letter to the editor of a daily newspaper giving your views on the reasons of dowry

The Editor,  
The Times of India,  
New Delhi

Sir,

If we are earnest about the women's lib movement, we ought to do away with dowry first. A girl will never be accorded a status equal to that of a boy as long as the dowry system prevails. For the very fact that a huge dowry is needed to marry a girl off suggests her inferiority.

It is a pity that a number of parents think that they will be able to ensure the happiness of their daughter by offering a handsome dowry. They incur huge debts and subject themselves to misery and humiliations to provide dowry for their daughters. They are afraid that in the absence of a handsome dowry their daughters might be treated with disrespect. But it is a greater pity that even in this age of enlightenment, the boys' parents are prepared to auction their sons and sell them off to the highest bidder. The very idea is detestable.

But I am of the opinion that we ought to eradicate this evil custom through social rather than legal sanctions. Legal steps, in the absence of desired awakening or awareness, smack of coercion and coercion is

accompanied with bitterness. People should be made to realise the futility and inhumanity of the custom so that they voluntarily accept marriages where no dowry is offered or accepted. They should appreciate the fact that with more and more girls being educated and gaining economic independence, they can no longer be treated as commodities. Young boys and girls in universities and colleges should take a pledge that no dowry will be involved in their marriages. Realising that it is only they and not their old parents who can bring about any social changes, they should dedicate themselves to the eradication of this evil custom.

Yours faithfully,  
Kiran Malhotra

22, Model House,  
Jullundur

October 24, 19

(Coercion—force, compulsion, Futility—uselessness)

24 Write a letter to the Director, Television Station, New Delhi, giving your views on programmes

A-14, South Extension,  
New Delhi

November 20, 19..

The Director,  
Delhi Doordarshan,  
New Delhi

Dear Sir,

I ought to begin this letter on a note of appreciation since it is my honest opinion that the Delhi TV centre is doing a commendable job in providing the citizens of Delhi and its suburbs with four hours of absorbing viewing every day. Your programmes are informative and educative; they provide wholesome entertainment, and they cater to a variety of interests.

I would like to include a word of special praise for programmes like *Youth Forum*, the *Quiz*, *Prashna Manch*, *Aap Ki Sehat*. *Youth Forum* thinks young and pulsates with vitality. *The Quiz* and *Prashna Manch* are absorbing. There is judicious choice of questions and the audience participation in these programmes is just excellent. On the whole, these programmes are very lively. *Aap Ki Sehat* discusses common ailments from the layman's angle. It is enlightening and is pleasantly free from pedanticism. Your new feature, *His and Hers*, is also very interesting. The questions put to the couple are thoughtfully chosen and the results are revealing. I only wish that Mr Mahadevan who presents this programme shows a greater mobility of facial expressions.

The quality of feature films shown on Sunday evenings has improved. Now we no longer get the feeling that only stale and discarded stuff is available for the TV. But the one department where considerable improve-

ment is still needed is drama. There seems to be a paucity of good, short plays. Humour has also become a rare commodity on the T V

Yours faithfully,  
B G Rao.

(*Pedanticism*—showing unnecessary scholarship)

## Essay Writing

### THE ART OF ESSAY WRITING

Essay writing is a formidable task and students are often scared of it. But fear is no stimulant to the production of a good essay. It needs a specialised skill which can be acquired only through very patient practice.

The following guidelines should prove useful in writing a good essay -

1 **Define the scope of the essay** Before you start writing an essay on a given subject, it is important to define the scope of the subject. It is here that most students falter. They take a cue from a key word in the title of the essay and write down all they know about it. They hardly realise how much off the track they are. *The Problems of Industrialisation*, *The Evils of Industrialism* and *Should India be Industrialised* are three different subjects which need different treatment. The first essay needs an elaborate discussion of the various problems of industrialisation, i.e., the availability of raw materials, energy, labour, and marketing conditions, etc. The second essay discusses the evil effects of industrialism, e.g., the exploitation of labour, the concentration of wealth in a few hands, the pollution of atmosphere, etc. In the third essay we have to discuss the situation in our country and decide whether we should try to strengthen our agriculture or go for all out industrialisation.

2 **Jot down the ideas** Having defined the scope of the essay, start thinking about it. Jot down the ideas as they occur to you.

3 **Prepare the outlines** Now it is time to arrange these ideas and prepare your outlines. The arrangement should be logical in a reflective essay and chronological in a narrative one. If you are writing about an event, describe it as it happened. If your subject needs arguments, arrange them logically.

**4 Think of an attractive beginning** Now decide how you are going to begin the essay. Your introduction should be fresh, original and arresting. But it should be strictly relevant to the subject. Perhaps you could begin your essay with some observation of your own, or with some quotation of a known writer, if you can think of it on the spur of the moment.

**5 The conclusion has to be stated clearly and firmly** It is time to think of a conclusion too. Conclusion is summing up. In a narrative or descriptive essay, you could sum up with the impact the scene, the person or the event left on your mind. In a reflective essay, you could conclude by giving your own views on the subject. Be careful that you have not left your conclusion vague and shabby. It must give the impression that you have said the last word on the subject.

**6 Develop different points in different paragraphs** With the help of the outlines you have prepared, clearly develop your thoughts point by point. Your thoughts should show logical development and must not be jumbled. Division of the essay into various paragraphs will help keeping your thoughts unentangled.

**7 Revise if there is time** A rough draft of your essay is ready. Now revise it if you have time at your disposal. It is a good habit to revise and it pays. While revising your essay, your aim should be to eliminate repetition of words and phrases, ambiguous ideas or style and any digressions that might have crept in. Remember that established writers can afford to digress; not students.

**8 Never be irrelevant** The temptation of introducing beautiful ideas or beautiful words and phrases just because they happen to be beautiful should be resisted. However beautiful a remark, if it is out of place, it fails to attract. Pertinence of an idea should be the first consideration, not its beauty.

**9 Do not overload your essay with statistics** An essay on *Bank Nationalisation* or *Food Crisis* might need figures to endorse your stand. But don't forget that you are not writing as a student of Economics. The examiner wants to see the clarity of your ideas and the beauty of your expression. Don't let statistics destroy the beauty of your essay.

**10 Use simple language** Try to keep your language simple. Simplicity is a big virtue. Avoid verbosity, pompousness and garrulity. It is not advisable to write long, complex sentences unless you are confident that you can handle them deftly. Complex sentence structure makes room for ambiguity and grammatical mistakes.

**11 Develop the habit of reading newspapers and periodicals** You cannot write a good essay unless you have a good knowledge of the subject, a fairly good vocabulary and a style of your own. For extensive knowledge and rich vocabulary, you ought to develop the habit of reading newspapers, periodicals as well as good books. Style can only be developed through practice. So just write on.

## INDIA OF MY DREAMS

(Note This essay is to be written with a subjective approach. The student is supposed to describe the type of country he would like India to become. So the essay must be given a personal touch.)

### Synopsis

1. **Introduction** I am proud of the fact that I was born in India and I dream of the day when it will become a great country.
2. **I dream all round progress** In the India of my dreams, we shall have the following things: (a) national character, (b) scientific and technological progress, (c) the spread of literacy and an improved system of education, (d) military strength to safeguard our freedom, (e) better political atmosphere.
3. **We ought to make efforts to realise these dreams** Dreams are not always idle. It is good to dream. Only an effort ought to be made to realise our dreams.

If there were dreams to sell, I would fain treasure them all in the roseate chamber of my heart. I dream about my native land. I wish to rebuild a cleaner state. I dream a policy purer than states have known. I dream of bringing princedom to every heart, to every Indian the knowledge that he is the master of his fate. I wish India to be a richer, happier and healthier place to live in. I want to see my country progress in all fields of life. I wish to see divine joys articulate in Indian society so that all my countrymen may feel proud of their birth here. Blessed am I that I am born to this land and that I have the luck to love her! I am proud of my motherland because she gives me the living wealth of her love. I am confident that my dreams of a brighter India will not be dulled.

In the India of my dreams, there shall be no poverty, no ignorance, no special disabilities, no religious riots, no provincial loyalties, no military debacles, no insufficiency in administration, no political corruption. I want an India economically sound, socially advanced, politically stable and mature, emotionally integrated and morally upright. The India of my dreams will be based on justice, equality, fraternity and liberty.

My dreams, my Utopian visions might look wild keeping in view the present state of affairs. There are numerous evils afflicting us today. People are in the grip of grinding poverty. A vast majority of our people live below the poverty line. There is increase in production, steady rise in the national income, but there exists disparity in the distribution of the national income. We are passing through an age of shortages, both real and artificial, but we are pledged to deliver good things of life to all the Indians. It is sad to note that we hardly think in terms of a nation. Many of us are willing to sacrifice the national interests in a bid to achieve our own selfish interest. It is an unfortunate situation that we



lack national character. But once we evolve this virtue all our problems will be taken care of.

Ours is the era of technological and industrial progress. In years to come, India is bound to make substantial progress in all fields of human activity. Needless to say that in spite of inefficiency and gross indiscipline we have made record progress in the fields of agriculture and industry. Expansion of industrial complexes will lead to self-sufficiency. The standard of living of our people will improve. We are making experiments in the field of nuclear research and the day is not far when we would be raising our head with pride in the world of science and technology. The launching of *Arjabhata Bhaskara* and *Rohini* is a wonderful achievement. I am confident that our villages will not remain backward in the new era of progress. Villages will be provided with all comforts of life that are available to us in the great metropolitan cities. The farmers will be educated in the use of modern agricultural technology. Our villages will present models for the world to envy. We owe gratitude to our government for the initiation of legislative measures to better the lot of the farmers. The new economic plans of the government will substantially ameliorate the position of our villagers.

Education in the India of my dreams will enlarge our vision and make us better human beings. Job-oriented education is bound to lead to a negation of all moral and ethical substance. Education without moral bias is fatal to human happiness. Schools, colleges and universities will be committed to the propagation of 'dharma', human dignity and scholarship. They will be shrines of goddess Saraswati and students will be devoted to their studies. The present campus life is vitiated by political pressure. Our students are tools in the hands of clever politicians. Universities have become training camps for selfish politicians. There is no room for such education in the India of my dreams.

India will be militarily well equipped to face any challenge to her territorial integrity. We will be strong enough to safeguard our frontiers. India is a peace loving nation committed to the ideals of peace, non-violence and justice. But we will be prepared for war if our neighbours don't let us breathe in peace. Non violence does in no way mean cowardice, humiliation and self-surrender. We will never initiate offence but will fight with doubled vigour to defend our national honour. We have problems that at times create an impression of bitterness but it is a passing phase. We will commit mistakes, correct them and behave like a determined and responsible people. We will resist the reactionary forces from within and imperialistic designs from without. We cannot leave politics to politicians alone. All of us will be actively involved in the country's political system. We will be politically aware and mature. Masses will not remain silent spectators if reactionary forces are engaged in subverting democracy. We will protect the frail sapling of democracy and will not let it wither.

I am not a pessimist and I have the firm conviction that we will learn to grow into a determined nation. We have problems of huge

dimensions and there are hardly any solutions but we cannot leave our fate to Providence. We will dedicate ourselves to the cause of national reconstruction and will act in a team spirit. Our plans may be frustrated in the beginning, but they will be crowned with success if we pursue them with singleness of purpose, sincerity and devotion.

(*Debacle*—a violent disruption, *Fraternity*—brotherhood, *Ameliorate*—to make better, *Vitiate*—to poison, *Subvert*—to destroy)

## THE PRESS ITS FUNCTIONS AND RESPONSIBILITIES

### Synopsis

- 1 **Introduction** The daily newspaper has become an integral part of our life
- 2, **The various functions of newspapers** (a) To spread news, (b) to give news and views on all subjects of general interest, politics, religion literature commerce, etc (c) to act as a kind of liaison between the government and the people, (d) to spread political awareness among the people
- 3 **Cheap journalism scandal mongering** But newspapers often fall a prey to cheap journalism and scandal mongering. Then they become a vicious influence and deserve some kind of censor
- 4 **Conclusion** The editors must be fully conscious of their responsibility. Since they wield a mighty influence on the society, it is very important that they behave in a responsible manner

To know what is going on around us is a primitive instinct. In a smooth and uneventful mode of life this instinct would be moderate and perhaps resistible. But in modern times, when each new dawn is likely to bring a momentous change, it is hard to live in ignorance of the events. If ever a newspaper observes a holiday, a feeling of vacuum grips our mind. The morning newspaper is as indispensable for a good start to our day as the morning cup of tea. And this is not the case with the city-bred moderate only. The usually self-centred villager is equally enthusiastic to know about the world. The two lakh plus readership that a popular Indian newspaper enjoys today is well spread over towns and villages.

Of course the primary function of the newspaper is to disseminate news, local, national, as well as international. But along with the news the newspaper carries views also. Whenever information is passed on to someone it is usual to add a comment, direct or by implication. This is nothing but the expression of views. The newspaper performs this function consciously and with a well defined purpose.

A newspaper is, in fact, a book, pulpit platform, forum all in one. And there is not an interest—religious, literary, commercial scientific, agricultural or mechanical—that is not within its grasp. It may thus be described as the 'people's university'. Someone might be interested in the recent developments in Pakistan, another in the detailed report of some hockey, cricket or tennis match still another in the outcome of a strike in

of newspapers were vitiating the political atmosphere of the country. They were not only indulging in undesirable mud slinging on the government but even instigating people to overthrow it. When a state of emergency was proclaimed and the press was subjected to strict censorship, most of the newspapers succumbed to the government pressure and turned unabashedly sycophant. They willingly adopted the policy of pleasing the government and miserably failed to play the role expected of them. The Press was thus reduced to a non entity. As a consequence, the government lost all contact with the masses and was ultimately overthrown by them.

This places a great responsibility upon the editors, the correspondents, and the professional reviewers of a newspaper. If we depend upon it to get news we expect it to furnish us with authentic news only. If we place so much confidence in its reviews of films, books, cultural events, the least it should do is to be disinterested and fair in the reviews it publishes. It is possible to be honest even in the slant given to the interpretation of policies and events. Let a newspaper be free to criticize and project a certain point of view it deems reasonable but let it not misquote and misrepresent.

(*Primitive*—original, very old, *Resistible*—that which can be checked, *Indispensable*—which cannot be dispensed with, without which we cannot live, *Disseminate*—spread, *By implication*—indirect, *Pulpit*—platform, *Innovation*—new things introduced, *Accumulate*—to collect, *Scoop*—a sensational news, *Tendentious*—purposely giving a slant, *Vitiate*—to spoil, *Authentic*—genuine, authoritative.)

## DOWRY SYSTEM

### Synopsis:

- 1 **One of the biggest social evils** It degrades marriage to a business transaction and a young maiden to the level of a saleable commodity. Very often the groom's parents make unjust demands that are no less than blackmailing the bride's parents. The situation has slightly improved in the cities but continues to be very bad in the villages.
- 2 **Arguments in favour of this system** (a) Dowry helps in setting up an establishment for the newly-weds. (b) Dowry is the 'premium paid by parents for the insurance' of their daughter. (c) A girl bringing dowry enters her in laws house with confidence.
- 3 **Contradiction of the arguments in favour of the dowry system** (a) Why should setting up an establishment for the newly weds lead to the wrecking of the household of the girl's parents? (b) Modern girls are gradually getting economic independence. They hardly need the 'insurance' and 'security' provided by a rich dowry. (c) A girl can gain confidence only from her own merit and not from the dowry she brings.

can help only if giving or accepting a dowry is made a cognizable offence. And it is good that some of the States have really made it so. But even more important than making a law should be creating in the country a suitable climate in which dowry may be boycotted. Such a climate can be created only by the young people. The old are orthodox and they often lack a constructive vision. They cannot be expected to do much. But the youth can definitely play a key role in eradicating this evil practice. Young boys should take a pledge that they will neither demand a dowry nor accept it, and young girls should be resolved not to give their consent to marriage with a boy who demands a dowry. Girls should also remember that, in India they are fewer than boys. According to a recent study, the sex ratio in our country is 930 females to 1,000 males. This puts girls in an advantageous position. If they insist, they can really get away without a dowry. If more and more girls are educated and made economically independent, it will accelerate the process. More love-marriages, and more inter caste and inter provincial marriages should also prove helpful.

(*Ingrained*—deep rooted    *Apprehensive*—full of fears,    *Eradicate*—to get rid of,  
*massive*—huge, on a large scale)

## TELEVISION IN INDIA

### Synopsis

- 1 **A powerful medium of mass communication** Television is a very useful medium of entertaining and enlightening our masses. If used properly, it can enlighten our ignorant masses. Carelessly handled, it can be a degrading influence.
- 2 **Brief history and future plans** Television started in India in September, 1959. During the various plans, the Government spent huge amounts to set up new television stations as well as community centres in the rural areas fitted with television sets. Future plans include enlarging the range of telecasts with the help of satellites.
- 3 **Chief objectives** (a) Professional and social enlightenment of the farmers, (b) promotion of national integration, (c) propagation of the message of family planning. Television as an important audio visual aid of teaching in schools and colleges.
- 4 **An assessment of the current programmes telecast from the various centres** The standard of most of the programmes being telecast is gradually improving both thematically and technically. A few programmes show good imagination in their presentation. But it is high time our television centres started thinking of producing their own short feature films.

Television, nicknamed by the Americans as 'idiot box', is one of the most revolutionary inventions of the twentieth century. Its vast potentialities as a powerful medium of mass communication cannot

be underestimated. It is, indeed, the last word both in entertainment and enlightenment, and if allowed to degenerate through want of proper restraint one of the most dangerous corrupting influences. Like all powerful mass media its ultimate utility depends entirely on the forces that control it. It can enlighten our illiterate and ignorant masses—women in the rural areas, in particular—and widen their mental horizon, it can help them transcend the narrowing influences of communalism, racialism, regionalism and thus promote national integration, it can promote international understanding and generate a healthy climate for peaceful co existence, but in the hands of people who lack comprehensive vision it can breed parochialism and religious fanaticism and it can vitiate international atmosphere and even precipitate a war.

In India television made a humble beginning in September, 1959. Then its chief purpose was to explore its possibilities as a means of education and to train cameramen and programming personnel for the future. About twenty two now, our television exudes a youthful charm and holds out immense possibilities of maturity in the near future. In the Fifth Five Year Plan nearly Rs 75 crores were spent to introduce new television stations and to set up a network of community centres in the rural areas fitted with television sets. A television set, being an expensive item is much beyond the means of an individual peasant, so most of the sets will have to be owned by the Government and other co operative agencies. It is also proposed to enlarge the range of telecasts with the help of a satellite.

What are the social objectives to be achieved with the help of television? Since ours is an agricultural economy, the first important item on our programme should be the education of the ill informed farmers. Our actual agricultural productivity being much below the potential productivity of the land, the television can play a very significant role in enlightening the farmers about the latest technical devices of agriculture, the utility of various kinds of fertilisers and pesticides or any other modern methods of rejuvenating the agricultural activity in general. In addition to giving the villagers professional guidance, the television can expose them to a whole variety of cultural patterns, thus putting an end to their isolation and modernising their thinking. In this direction, the Delhi Television Centre is already doing quite useful work. A recent survey has revealed that the Delhi 'Krishi Darshan' programme started in January 1967 has enhanced the farmers' awareness of new methods of agriculture by about 60 per cent.

Another objective should be the promotion of national integration. Indian culture comprehends in it such an odd assortment of customs and ceremonies that unless concrete steps are taken to educate people in the cultural heritage of other States, the ideal of national integration is difficult to be realised. But through carefully planned television programmes it should be possible to emphasise the basic cultural unity of India and to bind the 684 million Indians in an indissoluble relationship. If this

great social purpose can be achieved through our television, the huge expenditure incurred on its propagation will be more than compensated

Family welfare being very high in the list of our priorities, we can use our television to extend the message to millions of villagers who still seem to be labouring under the misunderstanding that a large family is their destiny that cannot be interfered with. Besides, they are ignorant of the substantial benefits that accrue from a small family. They have to be taught that there is nothing irreligious or impious about birth control and that they will be doing great service to themselves as well as to their nation if they can contain the size of their families within proper limits. Since sex is a great taboo in our Indian society, the programmes relating to family planning have to be suggestive and their message implied rather than explicitly stated, hence they call for highly imaginative planning.

Television can be of immense use in educating students at schools and in the universities. In scientific education in particular, good programmes on the television can easily make up for a bad teacher or an ill-equipped laboratory. The importance of using audio-visual aids while teaching other subjects also cannot be denied. It is true that a television lesson has the obvious disadvantage of the absence of student participation, but this disadvantage can be overcome by planning a lesson in such a way that it can take care of all possible reactions and by making the teacher discuss the problems of individual students at the end of a lesson. In any case, the role of television in efficient and effective dissemination of knowledge has to be acknowledged.

The general standard of the programmes being telecast from our existing centres is gradually improving. The most popular programmes, according to a recent survey of Delhi viewers, are feature films, programmes of film music, 'Phool khile hain gulshan gulshan' featuring film celebrities, 'Prashna Manch' and the news presentation in Hindi. The feature films now being presented are fairly good. They include old classics as well as recent productions. The usual complaint of the feature films being poor in taste and quality is over and people now look forward to the Sunday evenings. But it is time that the T V people gave a serious thought to producing their own feature films—films that could be short, thematically relevant to our times, fresh in approach and free from the clichés that are the bane of the Bombay films. The film music programme 'Chitrahaar' needs greater imagination in the selection of songs. Very often we feel that the situations are hackneyed and puerile, the compositions unpoetic and the music loud and jarring. Quiz programmes and the programmes for the youth are well presented and are fairly popular. Serious subjects, though not a popular draw, are well done as are the programmes dealing with light music and folk songs of various States. A serial of short programmes titled 'Zara Sochiye' being telecast from the Delhi centre once a week is aimed at inculcating civic sense among our people. Its immense popularity with the viewers suggests that it will gain its objective.

(Transcend—to rise above; Parochialism—provincialism, narrowness of view; Exude—to emit, to ooze out; Rejuvenate—to revive; Dissemination—spreading; Puerile—childish, silly)

## CINEMA AND ITS INFLUENCE ON SOCIETY

### Synopsis

- 1 **General popularity of films** People are quite crazy about films. From the intellectually enlightened to the working classes, everyone snatches time once in a while to go to movies. The influence films can exercise on masses is derived from the popularity enjoyed by them.
- 2 **Films can be both an educative and a corrupting influence** (a) Films are a cheap and easily available means of entertainment. (b) Films have a great audio-visual appeal to the mind. Because of these two factors, films can both educate and corrupt the masses.
- 3 **Early films exercised a healthy influence on the society** Early films were purposeful. They tried to mobilise public opinion against some of the social evils of the age.
- 4 **Modern films corrupt the taste** Modern films, in order to purchase cheap popularity, ignore high ideals and corrupt the taste. They are cheap both in conception and presentation.
- 5 **Entertainment vs education** The entertainment value of films cannot be denied. But it is time more attention is paid to their educative value.

Khwaja Ahmed Abbas, the renowned journalist turned film producer, once remarked that the future generations will remember Rabindra Nath Tagore as the father of Sharmila Tagore. That perhaps will not be. For Tagore was too great a luminary to need borrowed light. Still Abbas's remark cannot be dismissed as a fanciful joke. It speaks for the popularity enjoyed by the cinema among our masses. The cinema has indeed come to stay as the cheapest and most popular form of amusement. The circus, the theatre, the radio, the television—no other means of entertainment stands comparison to the cinema. It is a craze with people. The ordinary office goer, weary and bored, likes to spend a pleasant evening in the wonderland conjured by the films. The housewife yearns for an occasional escape from the monotony of household. The labourers can afford to miss their evening meal, not their evening show. Students are beyond any doubt the greatest movie fans. In fact, everyone likes to snatch an occasional spell of amusement for a small payment.

The influence that cinema exercises on the society is quite in keeping with its popularity. Its impact on society derives from two of its very important characteristics: its popularity as a cheap and easily available means of entertainment, and secondly, its audio-visual appeal to the mind. What one views on the screen is firmly, almost indelibly, stamped on one's mind. Hence, cinema can develop into a very powerful weapon to educate the masses or to corrupt their taste. Our film producers, in the forties and fifties, made very purposeful films to mobilise public opinion against some of the social evils. V. Shantaram, for example, in his successive films, aroused the indignance of the people against the dowry system, the labour

exploitation, the pathetic plight of the prisoners and other various social problems. He also made a number of films on national integration. The late Bimal Roy, in his 'Do Bigha Zamin', brought to the celluloid the disintegration of peasantry and desperate but courageous struggle of an Indian peasant. The film was a saga of Indian peasantry. In a number of well made films, he revived our faith in the dignity of man. All these films were highly educative. Their influence on the Indian society was very healthy.

Unfortunately the trends have changed. Most of the modern Indian movies ignore higher ideals and motives in order to purchase cheap popularity by screening dramas that appeal to the vulgar taste of the multitudes. Silly, sickly, sentimental romances, impossible and absurd situations, corrupt jargon in the name of music, vulgar cabarets, obscenity in the name of realism are often the stock in trade of an Indian movie. If a protest is voiced against these elements, quick comes the reply that "the cinema must live by giving what the public wants". This is a very clever way of shifting the responsibility. It is wrong to say that the public wants vulgarity and is incapable of appreciating higher things. Again and again it has been proved that for the right type of films there has never been a want of audience. The success of the recent films made by enlightened people like Barjatia and Gulzar and the old classics of Bimal Roy and Shantaram proves this point beyond any doubt. Perhaps the producers forget that the public taste can be educated also. It is they who are responsible for corrupting the public taste and they can themselves correct it.

Properly guided, the cinema might have a very healthy influence on national life and character. It can represent great scenes from history and biography. It can invest dead history with life and bring home to the public its vital lessons. It can teach us geographical facts, not by theoretical abstractions but by making us witness the live phenomena. It can take us to the laboratories of the great scientists of the world to see them making experiments. It can supplement the knowledge we derive from books by illustrations taken from life. Instead of creating a taste for impossible romance or vulgar scenes, it can lift our minds from the low to the sublime.

The entertainment value of the cinema cannot be denied. All that is desirable is to make the entertainment healthy and refined. But it is time that greater importance is given to its educative value. In all progressive countries, the cinema is being used for educational purposes. There are libraries of films and all educational and cultural institutions subscribe to them. In India, where illiteracy is still very high, the cinema can be a splendid aid in our campaign on behalf of adult education. Here is a very fruitful line that offers much scope for progress.

*[Renowned—famous; Luminary—a source of light very prominent, Fanciful—imaginative, Conjure—create, Monotony—boredom, Audio-visual—pertaining to the senses of hearing and sight, Ineluctably—in such a way that it cannot be effaced; Mobilise—to collect, Indignance—anger, impatience, Pathetic—miserable, moving; Flight—conclusion; Integration—unity, Celluloid—cinema screen, Jargon—discord, noise, Phenomena—things directly apprehended by the senses.]*



## ADVERTISEMENT

### Synopsis

- 1 **An essential feature of modern business techniques** Advertisements like the Almighty God are omnipresent. On account of extremely wide markets and cut throat competition, businessmen have to advertise their goods extensively.
- 2 **The usefulness of advertising** Advertising helps a number of people. (a) It helps manufacturers to popularise their new products to expand the markets of their existing products to counteract the adverse effect of seasonal fluctuations in demand and to supplement salesmanship. (b) It educates customers and enables them to decide what to buy, where to buy, and enables them even to buy directly from the manufacturers. (c) It makes the salesman's job easier. (d) It increases the retailer's turnover. (e) It helps the society in general. It ensures regular income to the press, encourages the artists, encourages industrial research and leads to a rise in the standard of living.
- 3 **Both an art and a science** Artistically designed advertisements are a source of aesthetic pleasure. But advertising has become quite scientific. The advertiser has to keep in mind three important factors: (a) the psychology of their prospective buyers, (b) their income charts, and (c) the changing trends in fashion.
- 4 **Advertisements should be a clever synthesis of repetition and variation** If an advertisement is not repeated, its message fails to get registered, but too much of repetition is bound to become monotonous.
- 5 **Advertisements and the female form** It is a misconception that the female form can sell anything. Very often the female form used to draw one's attention attracts it so completely that the virtues of the goods being advertised are totally neglected.
- 6 **Advertisements cannot be a substitute for quality** The sales of a product are ultimately secured by its quality. No amount of publicity can redeem a bad product.

All modern business needs advertisement. Whosoever has goods to sell has to find some way to attract the notice of his would be purchasers. People in the past engaged town criers to advertise their goods by the beat of drums. Today things have become sophisticated. Now colourful slides are flashed on the cinema screen and catchy dialogues are broadcast from the radio or bold fanciful hoardings are displayed by the roadside. Newspapers are also a very important medium of advertisement. In fact, they represent the most fully exploited medium. Posters, plastered on walls, inserted in newspapers, distributed by salesmen in the market, thrown from the sky by a helicopter, are also used for advertising. Be it a tiny matchbox or a small bus ticket, one invariably finds a message

printed on it. Someone in America hired an aeroplane to trace his message in the sky as the aeroplanes in our country trace the tri colour flag on the Republic Day. That should be called the jet age method of advertising. Our age is characterised by two things—extremely wide markets and cut throat competition. The businessmen have not only got to reach the market but they must create and enlarge it also. So they have to advertise their goods extensively. We have come to a stage where we cannot ignore the importance of advertising. An American expert in advertising says, 'The business that considers itself immune to the necessity of advertising sooner or later finds itself immune to business.'

Advertisements, now as omnipresent as the Almighty God, are not only necessary but also extremely useful. There is absolutely no justification in the belief that spending money on advertising is a wasteful practice. Nor is every advertisement a nail in the customer's coffin. Advertising is now a business giving sustenance to a large number of people associated with it. It helps manufacturers to promote the sale of their goods, indirectly giving a filip to production. It enables them to reach markets otherwise inaccessible to maintain a steady level of sales and to successfully resist seasonal fluctuations in demand. Introducing new products often involves heavy investment and if the manufacturers did not have the means of wide publicity, they would hardly dare to introduce new products. It is true that advertising is a costly process and its cost is added to the cost of production which is ultimately to be borne by the customer. But advertisements educate the customer also. They acquaint him with the various brands available in the market and enable him to decide what to buy, where to buy and how to buy. Now he is able to determine exactly which particular product would satisfy his need and is saved a lot of inconvenience. And when he approaches a shop since he is already determined about the purchases he is to make, it makes the salesman's job much easier. There are at least a dozen of leading tooth pastes in the market, but the salesman is not required to take all of them out of the shelf and to comment on their individual merits. Advertisements are often so persuasive that customers are prompted to buy what they did not immediately need. This adds to the retailer's turnover. Besides, advertisements help the society in general. They ensure regular income to the press, encourage the artists, promote industrial research and lead to a rise in the standard of living.

Advertising is both an art and a science. Some of the advertisements are so artistically designed that it is a source of great aesthetic pleasure to see them. They strike us as great art pieces. But advertising is also a science, for good advertisements are all based on sound scientific principles. There are three important factors that all advertisers have to keep in mind: the psychology of their prospective buyers, their income charts, and the changing trends in fashion. Each category of buyers have to be wooed and won in a different way. Women would willingly part with their last penny, if some beauty aid could enhance their physical attractiveness and make them more covetable and adored. Men, keen to have their masculinity projected, would welcome a touch of the rugged,

It is futile emphasising the virtues of durability and inexpensiveness to the young. Who would be young and still bother about these aspects? To be economical is the attribute of the old. If the young are to be attracted, show them something exciting and ostentatious. They are romantic and would like advertisements to exude poetry and romance. A dark-complexioned girl would like to buy a bleaching cream, but if an advertiser tells her that even the dark is beautiful and the cream that he wants to sell her can make her dark complexion really look captivating, she will rush to buy it. The income charts of different cross-sections of society have also to be kept in view while deciding where and how to advertise. It is sheer wastage of money to try to sell high priced television sets, refrigerators, hi-fistereos or even sophisticated kitchen gadgets to the members of the lower middle class. And it is equally absurd to impress upon a millionaire the usefulness of instalment plan. Changing trends in fashion also affect advertisements. When our society was characterised by a segregation of sexes and dating was an event to raise eye-brows upon, advertisements highlighted the whitening quality of toothpastes. Today people do not buy a toothpaste because it whiten their teeth; it must refresh their breath and make their company more agreeable to the opposite sex. Modern society is overconscious of the protein or vitamin contents of food. Hence it is quite natural that a dealer in instant foods will splash the vitaminous qualities and rich protein content of the food he is trying to sell.

The basic aim of every advertisement is to catch the eye of the buyer (or in the case of radio advertisements, to catch their ear). It can be done by a humorous cartoon, a catchy slogan, an attractive photograph, a persuasive quotation or a discreet combination of all three. But an advertisement must always be brief and catchy. Verbosity is nowhere as resented as in advertisements. Who has the patience to read a lengthy advertisement if he grudges a lengthy letter even from a friend? Secondly, advertisements have to be repetitive without being monotonous. If they are not repetitive, their message does not get properly registered. But if they keep on hammering the same message, soon they cease to attract notice. Very often a slogan or a trademark is made a permanent feature of an advertising concern, while subtle variations are introduced in the body of the advertisements. Forhans is 'the toothpaste created by a dentist'. Punjab National Bank is the name you can bank upon'. Limca is 'very very lime'n lemon'. Campa Cola is 'the only one'. Weston are the 'electronics people'. These messages are so persistently hammered into one's mind that the moment one thinks of buying an article, they immediately rise from the subconscious, as if from a grave, and persuade one to buy a particular brand.

There is a tendency to exploit the female form as an adjunct to all kinds of advertisements. It is certainly a misconception that the female form can sell anything. While a scantily clad girl showing her smooth, velvety skin may be good for advertising a hair removing cream or cleansing milk, she is utterly out of place in an advertisement trying to sell a sparking plug or an emulsion paint. Her beautiful figure will distract one from the virtues of the goods being advertised. Secondly, it must not be forgotten that advertisement can never be a substitute for quality. Good

wine needs no bush said Shakespeare And though he was not aware of the great advantages of advertising, he was not making a false claim Good products will sell even without publicity—though a little slowly—for their good quality will generate a kind of self publicity campaign, but no publicity campaign, howsoever effectively organised, can redeem a bad product,

(*Monotonous*—dull *Redeem*—to save, *Hoarding*—advertisement, *Immune*—free from influence *Sustenance*—support nourishment, *To give a fillip*—to boost, *Inaccessible*—beyond reach, *Covetable*—worthy of being desired, *Adored*—loved and respected, *Ostentatious*—showy *Exude*—to give out, *Captivating*—attractive, *Segregation*—separation, *Discreet*—wise)

**Related Topics** *Advertise or Perish, Every Advertisement Is a Nail in the Customer's Coffin*

## WHAT IS WRONG WITH OUR SYSTEM OF UNIVERSITY EDUCATION

### Synopsis

- 1 **Introduction** A very large number of universities all over India continue to be in the grip of student unrest, which points to a faulty system of education
- 2 **The aim of education** According to the Duke of Edinburgh, the aim of education is to produce the complete man Sir Richard Livingstone suggests that education should aim at producing first rate men In short, the aim of education is the professional, intellectual and moral training of an individual
- 3 **The defects of the present system** (a) It does not provide professional training When our students leave schools or colleges *their future still lies dark before them.* (b) *This system* is examination oriented and our examination system is very unsatisfactory Our examinations do not test a student's intelligence or ability They simply test his memory They also encourage the use of unfair means (c) Our education system is highly theoretical It subjects our students to dull and ill informed lectures and kills their natural curiosity (d) In the present system, there is no effort to build the character of the students
- 4 **Conclusion.** If we want to stem further deterioration of education we should immediately bring about reforms in the present system

Our universities today are faced with the very serious problem of student unrest. Complete apathy to class-work, disrespect to teachers, ticketless travel strikes and demonstrations addiction to L.S.D. and other narcotics a general disregard for the old, established values—this sums up the attitude of the modern student. The malady is serious. But a close look at the situation will reveal that the responsibility for its seriousness does not rest with the students alone. It is our system of education that should be blamed for any decline of values among our students.

Let us first define education. According to the Duke of Edinburgh, education ought to produce the complete man. And the complete man is one who possesses a specialised knowledge of any branch of learning along with an awareness of human obligations. In other words, he should be good in his profession and at the same time be an ideal citizen. His thinking should be rational and objective and he should have the ability to behave in a reasonable manner. Sir Richard Livingstone, in his essay, 'The Essentials of Education', says that the aim of education is to know the first rate in any subject that we study. And among the most important fields of study, he includes the art of living in addition to one's vocation. Einstein thinks that the aim of education should be "the training of independently acting and thinking individuals who, however, see in the service of the community their highest life problem". All these ideas put together lead us to but one conclusion—the aim of education is the professional, intellectual and moral training of an individual. Judged by this, our modern system of education is a complete failure.

The so-called liberal education does not impart any professional training to our young men. Our education is not job-oriented. Even after spending the most important years of their life at school and college, our students find their future stretching before them dark and uncertain. They are so ill equipped to face it that quite often they are subjected to utter frustration. In our universities, there exist no facilities to ascertain scientifically the aptitude and calibre of a student. There is no correlation between the needs of the country, the academic turnout of the universities in terms of the many thousands of graduates and the capacity of the industrial, commercial and other such units to absorb them. This careless planning causes uncertainty and uncertainty breeds unrest.

In our universities, too much emphasis is laid on examinations, and unfortunately, our system of examinations is very defective. Examination once a year enables the students to work unevenly—to sing their time merrily away for the first ten months and then to pour over their books for two months in order to secure a pass. They are intended to assess a student's intelligence and ability. But being unscientific and capricious, they fail to do so. They curb the teacher's freedom to teach as he likes, for a teacher has to function within the syllabus-examination framework. And finally, they encourage cramming and the use of unfair means.

Our system of education is highly theoretical. The best method to learn a thing is to perform it or to experience it. But in our educational institutions, students are exposed to only theoretical lectures that often tend to be dull, insipid and ill informed. Students are mostly at the receiving end. This slackens their natural curiosity and dampens their enthusiasm.

No effort is made to turn the students into fine human beings. The ethical aspect of a student's personality is completely neglected. Most of our teachers are an irresponsible lot who do not realise the sanctity of their job. They are not imbued with any spirit of idealism. Besides, students are entrusted to them in large unwieldy groups. There is no personal, intimate contact between the students and the teachers. Outside the class, no healthy outlets are provided to students. Facilities for games and other extra curricular activities are inadequate. For want of healthy channelisation, students often take to undesirable activities.

If we want to stem the further deterioration of our education, we shall have to bring about certain radical changes in the system of university education. Our education needs more careful planning of syllabi with a professional bias, a reformed system of examinations and provision for some creative outlets for the youth.

(Allied Subject : Need of Educational Reforms in India)

(Apathy—lack of interest, Narcotic—drugs producing stupor, Calibre—capacity, Insipid—dull tasteless, Unwieldy—difficult to handle)

## SCIENCE MANKIND'S FRIEND OR ENEMY

### Synopsis

- 1 **Introduction** Science is a neutral but powerful source of energy. It can be a friend or an enemy depending upon how it is used.
- 2 **Science as a friend** (a) Science and medicine, (b) science and means of agriculture, (c) science and industry, (d) science and means of transport and communication, (e) science has helped to spread knowledge, (f) science has brought comforts to mankind.
- 3 **Science as an enemy** (a) Science has given lethal weapons of war, (b) Science has led to large scale industrialisation which has concentrated wealth in a few hands, (c) Life has become mechanical, (d) Wars have become global wars, (e) Science has given rise to competition among people, (f) Science has destroyed man's faith in God as well as in himself.

Science,' says Huxley, "is nothing but trained and organised"

common sense'. And Holmes equates it with knowledge. Is common sense or knowledge mankind's friend or enemy? The question is not hard to answer. Knowledge is neutral. Its being beneficial or dangerous depends upon man himself. Common sense declares what is right and what is wrong. It is man's own discretion to follow this guidance or to spurn it. Thus it is man himself who is his own friend or enemy. As simple as that! Science is knowledge or common sense with illimitable possibilities of application. We can apply our knowledge to establish a new factory or destroy another one already functioning. The decision lies in our own hands.

Science has proved mankind's friend in numerous ways. It has wrought miracles in the spheres of medicine and surgery and greatly mankind from narrow nationalism and inculcated a new spirit of internationalism.

Science has helped large scale dissemination of knowledge. Scholarship is now no longer the monopoly of a few. Printing press has taken knowledge to every household. It has expelled ignorance and promoted enlightenment thus bringing about a radical change in outlook. Modern man is a rational being. He works by reason and logic. He does not attribute disease to black magic and is no longer the slave of superstition and blind faith, mortally afraid of the wrath of gods.

Science has brought innumerable comforts to human life. We need no longer sweat in heat nor shiver from cold. Nor do we have to cower in the dark at night. Electric gadgets can finish entire cooking in half an hour. Washing, drying and pressing can be mechanically done. This liberates the housewife from much monotonous work and makes her free for more useful employment. Science has also provided us with very quick means of entertainment. There is the radio, the cinematograph, the television. We can relax in our bed and witness a cricket match being played at the Ambedkar Stadium. The cinema transports us to a world of fantasy.

But science has also given the world highly destructive weapons of war. God sent epidemics have been checked but man has acquired the power to spread the live germs of any disease and cause an epidemic. Dams have been raised to check floods. But a single bomb can smash any of these dams and play havoc with the entire population of a country. Nuclear weapons can destroy in a moment what takes centuries to build.

Even other scientific innovations have not proved an unmixed blessing. Machines that were meant to be man's obsequious servants have instead become his cruel masters. Large scale industrialisation has caused the concentration of wealth in a few hands leading to the exploitation of labour. It has also alienated man from nature. If man has developed an international outlook his wars have also become international. If aid can be rushed to a centre of earthquake, explosives can also be rushed to a distant centre of war. A country can simultaneously fight on a number of fronts. This is what explains the fact that a world war is only a

twentieth century phenomenon. A minor skirmish in any remote corner of the world can flare up into a world war. Better living standard has caused competition. People vie with each other for greater materialistic possessions. A mad scramble for the acquisition of material goods destroys the sleep of many. If man does not believe in black magic or witchcraft, he is no longer contented with his lot. He is too absorbed in material pursuits to strive for spiritual flights. He has gained the world but lost his soul. But all this happens because man allows himself to be ruled by his scientific discoveries and inventions rather than use them discreetly.

*(Allied subject's)* **The Uses and Abuses of Science** **Science, a Blessing or a Curse)**

*(Alleviate—to reduce, to mitigate Inclemency—severity Vagaries—whims, Dissemination—spread Cower—to sink through fear Obsequious—obedient like a servant, Skirmish—quarrel, Scramble—mad rush Disgruntled—discontented)*

## RISING PRICES

### Synopsis

- 1 Introduction** Persistently rising prices are symptomatic of ailing economy. They cause great hardship to the masses.
- 2 Price situation during the last few years** With the exception of a period of one year from March 1975 to March 1976 there has been an unusual rise in prices during the last few years.
- 3 The nature of inflation** Inflation is a self accelerating process.
- 4 The all effects of rising prices** (a) Fixed income group suffers most. (b) Investment is diverted to non productive assets. (c) Exports get a setback. (d) Instability in the price situation causes anxiety and paralyses the economy.
- 5 The causes of inflation** (a) Wrong planning, (b) deficit financing, (c) unsound taxation, (d) black money, (e) smuggling, (f) lack of consumer resistance.
- 6 Price situation prior to and during the period of emergency** The government took some bold steps. (a) restrictions on the distribution of dividends by companies. (b) impounding of increases in the wages and the additional dearness allowance, (c) introduction of a compulsory deposit scheme for the higher income groups, (d) a severe action against smugglers, hoarders, etc., (e) credit squeeze by the Reserve Bank of India. As a result of these steps the prices went down, but the downward trend was arrested in March 1975.
- 7 Steps to check rising prices** In addition to the various



steps already being taken by the Government we need (a) an effective distribution system, (b) public support to keep an eye on erring businessmen, and (c) social awareness and responsibility

Rising prices are causing a great concern to the Indian economists at the present moment. It is true that a certain amount of fluctuation is inherent in the very nature of prices and in a developing economy, they are likely to display an upward trend. But a persistent price rise is symptomatic of a runaway inflation that inflicts untold miseries on the common man and spells disaster for the economy.

With the exception of a period of one year from March 1975 to March 1976 the rise of prices in the recent years has been quite alarming. In July 1974 some bold steps were initiated by the Government to check inflation. These steps yielded some positive results in 1975-76 when the prices actually declined by 3 per cent in contrast to the preceding two years. But the downward trend of the prices was unfortunately checked by the third week of March 1976. Since then prices have resumed their upward trend. Sparing neither the rich nor the poor, neither the producer nor the consumer they are a source of constant concern to the Government as well as the monetary authorities.

It has been said that inflation is a self accelerating process. It feeds on itself. It rises with compound vengeance. Of all economic phenomena, it is the most ruthless, relentless and remorseless. It initiates a vicious cycle in the form of an obdurate demand for increased wages and salaries. All sorts of pressure tactics like strikes and demonstrations are employed to force the employers to pay more, thereby further decreasing production and aggravating the situation. If the demand is met, it occasions a fresh spurt in prices. All benefits accruing from additional income are neutralised. Fresh demands are created and this cycle goes on.

The fixed income groups like salaried people, wage earners, and those living on pensions are the most helpless victims of inflation. As the prices rise their real incomes get eroded. Even if their pay packets slightly grow in size as a result of additional dearness allowance, their purchasing power actually goes down. Besides causing hardships to fixed-income groups, inflation induces entrepreneurs to divert money from productive channels to invest it in non productive assets like gold and land whose real worth is not affected by rising prices. High prices also adversely affect the exports of the country. Instability of prices causes anxiety to the common man and arrests the growth of the economy.

Numerous are the factors that can be cited to explain this unusual rise in prices. First, our economic planning has suffered from serious drawbacks right from the beginning. During the various Five Year Plans, while the public expenditure persistently increased the production targets were never realised. This forced the Government to resort to deficit financing. There was a rapid increase in the money supply without a corresponding increase in production. This imbalance was bound to cause inflation.

The taxation policy of the government has also contributed to price rise. A sound policy of direct taxes would not only have yielded higher revenue but would also have allowed the Government to give relief in indirect taxes that invariably lead to a price hike. The defective policy of taxation encouraged tax evasion, thereby adding to the black money constantly till there is almost a parallel economy totally dependent on black money. At the same time, in order to add to its revenue, the Government is driven to impose indirect taxes not only on luxury items but even on essential commodities, thereby causing the already high prices to rise further.

Finally, it would be wrong to place the whole blame at the door of the Government. The fact is that majority of Indians betray a blatant lack of community consciousness. There is no organised consumer resistance to price rise. Instead, scared by the rumours of scarcities and future price hikes, our masses tend to hoard as much as they can and thus contribute to the intensification of the crisis. They also believe in ostentatious living that involves a good deal of wasteful expenditure that directly affects the prices.

No government can show a casual attitude to this phenomenon of rising prices, for it not only arrests the economic growth of the country and breeds discontent among the masses, it threatens the very existence of the government. As mentioned earlier in 1974, the Government took quite a few bold steps to check inflation. The distribution of dividends by companies was restricted by an Ordinance. Another Ordinance was issued for impounding all increases in wages and salaries for one year and 50 per cent of all additions to dearness allowance for two years. A third Ordinance introduced a compulsory deposit scheme for higher income groups. A severe action was launched against smugglers, hoarders and speculators. The Reserve Bank of India tightened its control on bank credit, which was made not only dearer but also scarcer. The cumulative impact of these anti inflationary measures resulted in the arrest of the rising prices spiral for the first time in many years in the last quarter of 1974 and notably in 1975-76. The declaration of a state of emergency gave the Government unrestrained powers to deal with the hoarders and black marketers. It also generated a fear complex in the minds of the people. Consequently, the small traders desisted from indulging in anti-social practices like hoarding. This brought about further improvement in the situation. However, the state of emergency could not solve the problem. Prices again started rising from March 1976.

The present government is also quite conscious of the magnitude and implications of the problem and is trying to tackle it in right earnest. It has already initiated a number of steps to check the inflationary tendencies. Apart from accelerating growth and imposing curbs on money supply, what it needs is an effective massive distribution system and the support of the social workers and other public-minded citizens to keep a watch on the unethical practices of shopkeepers. Businessmen want to become rich overnight. Their unrestrained desire to earn larger profits makes them indulge in unethical practices. It is time someone awakened among them some kind of social awareness and responsibility.

(S) n p i o m a t i c — i n d i c a t i v e , S e l f - a c c e l e r a t i n g — i n c r e a s i n g i t s o w n s p e e d R u t h l e s s ,

*Relentless*—merciless; *Remorseless*—feeling no regret; *Erode*—to diminish by degrees; *Aggravate*—to intensify; *Spurt*—a sudden increase in activity; *Obdurate*—obstinate; *Ostentatious*—full of show-off)

*Related topics* The Problem of Inflation, The Price Spiral, Ways and Means of Combating Inflation, Current Inflationary Trend and Remedial Measures.

## BLACK MONEY

### Synopsis

1. **A big hurdle to the speedy development of our economy.** Black money is obstructing the speedy development of our economy and is posing a threat to its stability
2. **Generation of black money** (a) Sale of fixed assets; (b) sale of scrap, (c) sale of raw materials, (d) sale of industrial manufacturing licences, (e) over-invoicing purchase bills, (f) smuggling foreign items into the country, (g) placing on the payrolls of a company relatives who are not tax payers.
3. **Causes of black money** (a) High rates of taxation; (b) a rigorous system of licences and permits, (c) ban on company donations to political parties; (d) widespread corruption
4. **Conversion of black money into white** In small amounts, black money is all the time being converted into white and white money into black.
5. **Steps taken by the Government to check the generation of black money** (a) Physical verification of the assets being sold; (b) proper records for the sale of scrap, (c) government approval for transfer of licences, (d) payments for purchases and expenses over Rs 2,500 not allowed in cash, (e) acquisition of property transacted below the market value; (f) anti-smuggling laws, (g) voluntary disclosure of black money; (h) demonetisation of thousand rupee notes
6. **Inefficacy of the steps taken, Suggestions.** (a) Lower rates of taxes; (b) abolition of wealth taxes; (c) total revision of the foreign exchange control; (d) raising salaries of the politicians, etc

If one were to enumerate his biggest hurdles in the speedy development of India's economy, one would, without a moment's thought, put black money at the top. It is a well recognised fact that there exists almost a parallel economy based entirely on black-money transactions. The exact amount of black money in circulation in the country may be difficult to estimate but it hardly needs any very great imagination to realise the threat it poses to the stability of our real economy. It is a great corroding force that slowly eats into the vitals of the economy. It widens the gap between the rich and the poor, between the haves and the have-nots. It smother noble impulses, breeds corruption and turns

people into inhuman monsters

How is black money generated? Since white money and black money co exist and frequently cross each other most of the people find it difficult to do away with black money and employ very ingenious methods to generate it. Black money is often generated through the sale of fixed assets and the sale of scrap. Fixed assets can be under priced and it is difficult to make an accurate evaluation of scrap, hence quite a large amount of black money can be generated. Sometimes influential firms obtain quotas or import licences in excess of their actual requirements and sell them at cash premiums. Industrial manufacturing licences are similarly obtained through influence and sold to a second party at an enhanced value. Purchase bills are over invoiced or dummy bills are prepared. Large scale smuggling of gold and various luxury items is an important source of black money. Smuggling of gold is no longer as profitable as it used to be but luxury items still continue to be the craze of the people. Smuggling deals entirely in black money and the money thus earned is ploughed back into smuggling or similar illegal trades. Sometimes, relatives whose income is not taxable are kept on the payrolls of a company, they are paid their salary which is taken back in the form of black money. If any of these means are rendered ineffective by the Government, other equally clever means are soon discovered and the trade dealing in tainted money merrily grows on.

The Wanchoo Committee set up in 1971 to investigate the problem of tax-evasion gave a very comprehensive and convincing analysis of the causes of black money. High rates of taxation a rigorous system of controls, licences and permits ban on company donations to political parties, a general decay of public morality, and official corruption were important causes cited in the report as responsible for it. Till 1973-74, on incomes beyond a certain limit the income tax was as high as 97.75 per cent. This naturally encouraged tax evasion and the creation of black money. In spite of certain concessions allowed in recent years, taxes are still so high that tax payers find it difficult to resist the temptation of evading taxes. Political parties are also responsible for the generation of black money. They need money not only for travel and publicity but also to buy the votes of the illiterate people. Ban on donations to these parties forces them to raise funds consisting entirely of black money. Large chunks of black money change hands in property transactions. Doctors, lawyers architects encourage black money transactions to evade taxation. It is black money that is the backbone of our film industry. Widespread corruption in almost all fields of life is another cause of heavy deals in tainted money. The nation is passing through a kind of morality crisis. In official circles, corruption is rampant to such an extent that it is difficult to get a file moved even from one table to another without giving it silver wheels.

It is a difficult job to make an accurate estimate of the total amount of black money existing in the country. Black money' is a volatile concept. A small part of black money may occasionally be converted into white money through small bank accounts or through cash payments of small official and private dues. In the same way, white money in small quantities becomes black when someone has no

black money but payment in black money is insisted upon. Besides, black money is often changed into black wealth when its holders use their money to buy land, houses, gold jewellery and other costly possessions.

Since the Government is quite conscious of the menace of black money it has been from time to time, taking steps to prevent its generation. In January 1976 the Government imposed a statutory obligation on the management to carry out physical verification of its assets to the satisfaction of the auditors to ensure that no black money is created through the sale of fixed assets. The management is also obliged to maintain a proper record of the sale of scrap. Licences are now issued only to actual users and they have to certify that they themselves consumed the raw materials imported by them. Licences can be transferred only with the prior approval of the Government. Payments for purchases and expenses over Rs 2,500 are not allowed in cash. The Government has now the right of acquiring any immovable property by paying 15 per cent above the value mentioned in the instrument of transfer if it is suspected that the property has been transacted below the market value. Huge amounts of money were unearthed through the Voluntary Disclosure Scheme. Recently thousand rupee notes were demonetised. Anti smuggling laws were also made more strict. Thus the Government has taken various steps to plug loopholes in their legislative measures. But the ingenuity and astuteness of those who are not interested in paying taxes is just marvellous and they easily succeed in punching fresh loopholes. Mr O P Vaish, one of the leading income-tax experts of the country, thinks that the Government has not taken right steps to fight this evil. 'The economic measures that have been taken so far are only aimed at unearthing black money, and not to prevent the generation of black money. The emphasis has been in a wrong direction. Take our tax measures. We have merely been finding an alibi for the weakness in the system by tightening the law. But that is largely self defeatist, as tightening of tax laws only leads to increased corruption.' It is very clear that the first important step to arrest the further generation of black money is to bring down the rates of taxation. There has recently been some relaxation in the rates of taxation but there is plenty of scope to be more liberal in this respect. Wealth tax should be totally abolished, since it implies double taxation and is a potent cause of black money and corruption. The entire system of licensing and controls should be drastically overhauled. The more the controls, the greater is the black money and corruption potential. On the contrary, if a certain amount of freedom is allowed to the entrepreneurs and the public in general, it would put an end to corruption without causing any disadvantages to the Government. The politicians should be given higher salaries so that they have to depend less on the generosity of businessmen. It is also essential to apply these measures earnestly for the effectiveness of any measures depends upon the effectiveness of their application.

(*Ingenious—clever Comprehensive—exhaustive, Evasion—the act of evading; Volatile—changeable, Alibi—an excuse for failure.*)

## OIL CRISIS

## Synopsis

- 1 **Indian economy is not an oil-based economy** Only 23 per cent of our total energy consumption is met by oil. We depend more on non-commercial sources like firewood and cowdung and commercial sources like coal and electricity.
- 2 **Energy crisis in India is of recent origin.** Poor monsoons, unsatisfactory performance of thermal stations and increase in oil prices have all contributed to this crisis.
- 3 **Price-hike in oil and India's economic prospects** The increase in oil prices adversely affected our balance of payments.
- 4 **Off shore explorations** Bombay High, Bessemer structures, Krishna Godavari Basin off the Andamans. But development of these sources is highly expensive.
- 5 **The development of other sources of energy** (a) Solar energy (b) generating plants in the areas where coal is available (c) gas-based plants.

Oil crisis in India is of recent origin. It was in October 1973 that the Arab oil producing countries raised the prices of oil more than three times. And there have been further increases in the oil prices during the last six years. This phenomenal price rise abrupt and unreasonable as it was precipitated an energy crisis all over the world. India uses less oil than most of the other countries like Japan and the United States of America. Here only 23 per cent of the total energy consumption is met by oil as compared to 82 per cent of the total energy consumption in Japan and 80 per cent in the United States. The bulk of our energy requirements are met from non-commercial sources like firewood and cowdung and commercial sources like coal and electricity. The industrial sector consumes more of electricity (nearly 50 per cent of its energy consumption) in agriculture and service industries, more than 70 per cent of the requirements are met from electricity. The transport sector leans heavily on coal since the Indian railways operate a large fleet of steam locomotives. In the form of kerosene, it is used in the household sector for cooking and lighting. Thus, it is clear that India does not depend so much on oil as is usually thought.

And yet India has been hit hard by the rise in oil prices. The power supply position in the country during the last few years has generally been poor. Monsoons have often failed us. The performance of thermal stations has also remained unsatisfactory on account of such factors as failure of coal delivery, poor or unreliable quality of coal, shortage of spares, inadequate maintenance and labour problems. Besides, oil is a very convenient source of energy. So there is an increasing tendency to rely more on oil than on other sources of energy. Hence it was natural for us to feel the impact of the increase in oil prices.

The increase in oil prices has been deleterious to India's economic prospects primarily because of its effect on the balance of payments. India's total petroleum imports in 1977-78 were about 17 million tonnes (14 million tonnes of crude oil and 3 million tonnes of petroleum products). But the bill came to about Rs. 1,600 crores—high enough to absorb about 80 per cent of our export earnings. India, as a developing country, can hardly bear such a heavy burden.

Indigenous production of oil in India meets only 35 per cent of total consumption. 65 per cent of the demand has to be met from imports. And imports are not only prohibitively costly but have also become unreliable on account of the recent hostility between Iran and Iraq. We have now to look to other countries like the U.S.S.R., Mexico and Venezuela. Supplies from these countries can only be a temporary arrangement. The sooner we attain the goal of self-reliance in oil production, the better it is for our economy. It is with this in view that off-shore explorations are being carried on in various parts in India. Oil and Natural Gas Commission has already made considerable progress in the development of Bombay High. During 1978, the work on the laying of sub-sea pipelines from Bombay High to Uran and transfer lines from Uran to Bombay was completed. Since July 1978, oil and gas have been flowing through these pipelines. In 1976, a 71 metre thick limestone section containing oil and gas of good quality was discovered in the Beasin structures. Very recently, in July 1980, oil was struck in the off-shore Krishna Godavari Basin and gas off the Andamans.

These off-shore explorations in the Bombay High, Beasin structures, Krishna-Godavari Basin and off the Andamans have produced such good results that it is being claimed that very soon we may be able to meet all our requirements from our internal production. However, the financial resources needed to undertake development projects at these places are of such a high magnitude that India may not find it easy to complete them at an early date.

But to meet our growing energy requirements, we need not depend purely on oil. Our energy policy should be reoriented in such a manner that we can tap all our natural resources. Coal is not easy to move and there are genuine doubts whether it will be available at a price cheaper than that of oil. But perhaps we can build massive generating plants based on coal in those areas where it is mined and then distribute the electricity so produced throughout the country. An effort should be made to utilise the solar energy as well. Calculations reveal that about 230 trillion horse power of solar energy is available to us on the earth, of which very little is being properly utilised. Each one of us has more than one lakh horse power of solar energy at his disposal. Perhaps some scientist could devise a solar cooker to use in the kitchen at least. Geobar gas plants can also be tried. In any case, the Arab countries have thrown us a great challenge, but challenges are to be courageously accepted and usefully met. It is only through accepting such challenges that countries are able to attain heights of greatness.

*(Phenomenal—unusually great; Precipitate—to bring on suddenly; Deleterious—destructive.)*

*Friend's reply: The Effect of World Oil Crisis on Indian Economy*

**POPULATION EXPLOSION AND FAMILY PLANNING****Synopsis**

1. **Magnitude of the problem** Our population has crossed the 680 million mark. The annual increase equals the total population of Australia. A baby is born in India every one and a half second. At the end of the century our population might touch the one thousand million mark if this increase is not checked.
2. **Evil effects of over population** (a) Food problem (b) malnutrition, (c) the problem of unemployment, (d) increasing slums, (e) static economic growth, (f) low standard of living.
3. **Earlier efforts to check population, family planning through the various five year plans** To begin with the emphasis was on research in the field of motivation and demography and on providing clinical services. Family planning clinics were set up and contraceptives were popularised. A time bound programme was chalked out during the three annual plans 1966-69.
4. **Reasons for the failure of the family planning programme** The programme did not succeed because people are (a) superstitious, (b) prejudiced, (c) ignorant. Some people thought that their religion did not permit family planning.
5. **The latest population policy of the Government** The National Population policy was announced by the Congress Government in April 1976 and suitably modified by the Janata Government. Important features of the revised policy are (a) Minimum marriageable age was fixed at 21 for boys and 18 for girls, (b) for all purposes, the population of India was frozen at the 1971 census figure, (c) special care was to be given to the education of women, particularly in the backward areas, (d) 8 per cent of Central assistance to State Plans was to be linked with their performance and success in the family welfare programmes, (e) full utilisation of all media of publicity, etc.
6. **Family planning programme during the period of emergency** The programme was carried on in an atrocious manner and it antagonised the public. In fact it was one of the major causes of the Congress Government's fall in the 1977 elections.
7. **The Janata Government and after** The family planning programme seems to have been suspended since 1977 when the Janata Government took over. Although Mrs Gandhi is back in power now, the family planning programme has not regained the momentum it has lost.

*One of the most serious problems that India faces today is the problem of over population. Our population today is estimated to be 680 million and is second only to that of China. But more alarming*



and disconcerting than this figure is the fact that it is growing at a rate of 1.9 per cent per annum. The number of new mouths that are annually added to our population equals the total population of Australia. This means that one Australia is added to India every year. The irony of this situation becomes all the more striking when we remember that the area of Australia is three times the area of our country. To take another example even more eye opening than this one, since 1947, the population of India has increased by 300 million, this increase being more than the entire population of the Soviet Union which has an area six times that of India. According to an authentic official source a baby is born every  $1\frac{1}{2}$  seconds, i.e., about 50,000 children are born in India every day. It is feared that if the present trend continues our population might touch the fantastic figure of a thousand million at the turn of the century. It would certainly be unbearable.

The evil effects of over population are too obvious to need any explanation. No problem of our country can be solved if our population goes on increasing. How can the Government provide food, educational facilities and employment to these growing numbers? It is obvious that if increase in population is not checked we will be faced with slums, hospitals with no doctors and medicines, underfed and underclothed children, and lack of many essential facilities. There will also be erosion of values in all spheres of life.

With a view to solving this problem the Government of India adopted family planning as an official programme in 1952. In fact, it was the first government in the world to take this radical step. It was realised that the economic growth of the country was directly related to the success we achieved in family planning and our Five-Year Plans were drafted in the light of this realisation. The emphasis in the first two plans was on research in the field of motivation, communication, demography and the extension of Central and State organisations in providing clinical services. The task of enlightening the people on the effective ways of planning families was taken up in right earnest. The loop, the Diaphragm, the oral pill and various other contraceptives were popularised and made available to the public at cheap rates. Family Planning workers were sent to the villages to offer advice and assistance. But in spite of these efforts, the 1961 census revealed that the birth rate had shown no appreciable decrease. The family planning drive was then reinforced with fresh vigour. A time bound programme with definite targets was chalked out during the three Annual Plans 1966-69 and huge funds were allocated to ensure its success. Rs. 315 crores were earmarked for family planning in the Fifth Plan. This clearly reflects the enormous concern felt by the Government on this issue.

It should not be irrelevant to investigate why this programme did not achieve the expected success. That it had some effect, particularly on the urban population, cannot be denied. But the rural population, by and large, remained untouched. People in our country are still superstitious, fatalistic, prejudiced and ignorant. They think that it is irreligious to prevent the birth of a child. Many of them think it even

immoral. They are also under the impression that the use of contraceptives is injurious to health. They have got to be convinced that bringing into the world a child that cannot be reasonably fed, clothed, educated, is more cruel and violent than preventing its birth, whatever the means. It is more immoral and irreligious not to bring up a child well than preventing its entry into this world. The false notion prevailing among the people about the harmfulness of contraceptives has also to be removed. Here the role of various cultural, religious and educational institutions becomes very important. They must supplement the efforts of the family planning department. Students, particularly, should be acquainted with the problem and its solutions, so that when they grow up, they are not only conscious of the need of family planning but also practise it effectively.

The earlier programmes not having made much headway, the Congress Government announced its new population policy in April 1976. The policy was further revised by the Janata Government. In its revised form, the minimum marriageable age has been raised to 21 years for boys and 18 for girls. It has been decided to treat the population figures of 1971 census as the base till the year 2001 in all cases where population is a factor in the allocation of the Central assistance to State Plans and to link 8 per cent of Central assistance to State Plans with their performance and success in the family welfare programmes. It has also been decided to lay special emphasis on the education of women, particularly in the backward areas and to incorporate the promotion of population values in the education system.

This is a sound policy and gives a definite impression of adequacy. But its practical implementation took an unfortunate turn during the period of emergency. Compulsory sterilisations were carried on on a mass scale. States vied with each other to achieve the targets of sterilisations and unimaginable atrocities were inflicted on innocent people. People became hostile to the programme and it just went awry. In fact, it proved to be one of the major causes of the defeat of the Congress Government in the 1977 elections.

So bitter did the masses grow against the family welfare programme that when the Janata Government took over in 1977, it suspended the programme. Even the name of the ministry 'Health and Family Planning' was changed to 'Health and Family Welfare'. The Janata Government has been rejected and the Congress Government is once again back in power. But the family planning programme has not regained the momentum it has lost. Perhaps the Government is afraid that if it pursues its earlier policy with the same vigour, it may again antagonise the masses. Whatever be the considerations responsible for the present low stance, at least one thing is certain: if the population is not contained within proper limits, our economic growth is going to be paralysed.

(Colossal—huge, Disconcerting—something that makes one uneasy, Erosion—wearing down, Demography—the study of population; Fatalistic—one who believes in fate; Atrocities—cruelty)

**Related Topics** India's Teeming Millions, Population Explosion in India

## THE PROBLEM OF UNEMPLOYMENT

### Synopsis

- 1 **It is a major problem** The number of unemployed people has been increasing year after year. It is around 2 crores at present.
- 2 **Different types of unemployment** (a) Educated people in urban areas who are totally unemployed, (b) agriculturists in the countryside are mostly underemployed, (c) a large number of people with high qualifications are forced to accept jobs not compatible with their talent and calibre.
- 3 **Causes of unemployment** (a) The large population of the country which is still rising at an alarming rate, (b) India is an underdeveloped country, (c) lack of technical education and vocational guidance, (d) lack of coordination between educational planning and job expansion programmes, (e) gradual decline of cottage industries.
- 4 **The tragic effects of unemployment** (a) It breeds frustration, (b) it drives talented people to foreign countries, (c) it is responsible for our poor living standards.
- 5 **The measures to check unemployment** (a) The fast growing population should be checked, (b) our education policy should be revised, (c) our industrial policy also needs recasting, (d) our youth should change their attitude.

The problem of unemployment is one of our major problems. Our development plans as conceived so far have failed to provide adequate solution for it. In almost every Five Year Plan, the Government has been giving great importance to the problem of unemployment but in spite of the fact that Five Plans have been completed by now, the problem continues to be as grave as ever. The number of unemployed people exceeds 20 million. The number of job seekers or the unemployed people on the live registers of the employment exchanges in India at the end of 1979 was around 20 million. This figure includes not only matriculates and graduates but even post graduates and fully qualified engineers. In fact, over the years our unemployment problem has become almost intractable.

Unemployment in India, is of varying kinds and degrees. A large number of people are completely jobless. They keep knocking about from pillar to post in search of petty jobs but wherever they go they are faced with the relentless 'no vacancy' boards. Most of the people in this category are educated and belong to urban areas. But three-fourths of our unemployed populace get their sustenance from land and they are not completely unemployed. On account of the nature of their work, they have to work in forced labour, one-third of the year. Even other people working hours, to mornings and evenings. they are of their day. ip. Lost in terms of manhours

suffered thus is colossal indeed. These farmers can be called under-employed. Finally, there are people who for want of jobs compatible with their talent and capability have to accept meagre-salary clerical jobs. Since they are not considered to be unemployed, accurate statistics in their case cannot be made available. But their number ought to exceed the number of the unemployed.

Many factors are responsible for accentuating this problem, the most conspicuous among them being over population of the country. The present population of India is around 68 crores and it is still increasing at an alarming rate. Whatever is achieved in terms of additional jobs is set to be fought by fresh hands seeking employment.

Secondly, India is still an underdeveloped nation. India is usually described as a rich country inhabited by the poor. It means that India is rich in natural resources, but they need exploitation. There is still a great scope for expansion on all fronts. Large tracts are still lying barren. They could be brought under cultivation. More dams could be built, more electricity generated. Roads leading to the villages are slushy and dusty, they could be tarred. Villages are still engulfed in darkness at night, they could be electrified. A large number of villages lack basic amenities. They need schools, hospitals, dispensaries, libraries, community centres. All these can provide work to millions.

Lack of technical education and vocational guidance along with a distaste for manual labour is responsible for unemployment or mis-employment among the educated people. Our education should have been job oriented. The so-called liberal education that we impart in our universities produces snobs only. They are fit for nothing but clerical jobs which they do not get. And they have a marked aversion for jobs involving physical labour. Moreover, there seems to be lack of coordination between planning in technical education and industrial expansion. We produced engineers but did not set up sufficient number of factories to absorb them. This is what caused unemployment among the engineers. On account of large scale industrialisation and the introduction of computerised control of various jobs, a good deal of reshuffling has been necessitated. There are jobs with no trained personnel available and there are people with no jobs. The country needs someone with a prophetic vision to assess its future needs accurately and to correlate industrial development with plans for professional training.

Gradual disintegration and extinction of the cottage industry accounts for under employment among the farmers. Large scale industry has displaced cottage industry. Craze for mechanised devices has deprived the villagers of much useful work. People have also a lure of machine-made goods so the cottage industry products do not find ready market.

Unemployment leads to very tragic consequences. It breeds frustration among some, discontent among the others. It has forced some of the most talented Indian scientists to migrate to some foreign countries and settle there permanently. It is responsible for under nourishment of our children and our poor living standards and poor educational and medical facilities. It needs a Herculean effort to solve this problem and

we shall have to change our perspective completely in the future plans

First of all we shall have to check the fast growing population. This is of foremost importance, for unless this is achieved, no plan can give desired results. Next we shall have to revise our educational policy and give an entirely different bias to our education. We shall have to correlate and coordinate our various programmes. University syllabi will have to be revised to meet the needs of the country. Our industrial policy also needs recasting. On the one hand, our young men will have to give up their infatuation with the white-collared jobs, on the other we shall have to check the onslaught of large scale industry. Gandhian philosophy howsoever outdated it might look, is relevant here. Gandhiji was right when he said "The economics and civilisation of a country where the pressure of population on land is the greatest are and must be different from those of a country where the pressure is least or which is sparsely populated. America may have need of machinery. India may not need it at all. Where there are millions of units of idle labour, it is no use thinking of labour saving devices." This naturally amounts to recommending shield to the cottage industry. The Government must make a provision for special subsidy for the cottage industry in order to rehabilitate it. And finally, a word to the unemployed youth, again in Gandhian terms. "There is enough employment in India for all who will work with their hands and feet honestly. God has given everyone the capacity to work and earn more than his daily bread and whoever is ready to use that capacity is sure to find work. No labour is too mean for one who works to earn an honest penny. The only thing is the readiness to use the hands and feet that God has given us."

(*Intractable*—unmanageable, *Relentless*—strict, ruthless, *Sustenance*—means of support, *Accentuate*—to aggravate, *Conspicuous*—prominent, *Slushy*—uneven, *Aversion*—dislike, *Extinction*—wiping out of existence, *Herculean*—huge, *Perspective*—point of view, *Onslaught*—a fierce attack, *Sparsely*—thinly, *Subsidy*—aid)

**Related Topic**      **Unemployment among the Educated.**

# Key

## Chapter 1 Articles

Exercise 1 1 an. 2 a 3 no article 4 an 5 a 6 an 7 no article in any of the four blanks 8 an 9 a 10, an 11 a, an 12 a, a 13 a an 14 an, a 15 a, an

Exercise 2 1 the 2 an, the 3 a, the 4 a, the 5 the 6 a, the 7 the an 8 a, the, the 9 the, the 10 a, the 11 an, an 12 a an, an, the 13 a, a, the 14 the, an 15 the, the

Exercise 3 (a) a, a a, the, a, a, the, the (b) a, a, a, the, a, the the, the, a, the the, the, a, the, a, the, the, the, the

Exercise 4 1 the, the 2 a, the 3 the, a 4 the, the 5 an, a, the, the 6 an, the 7 an, the 8 the, the, the 9 the, an 10 no article, the

Exercise 5 (a) 1. the 2. no article 3 the. 4 no article, an. 5 the the, the 6 the, a 7 no article, a, a 8 a  
(b) 1 the a, no article 2 the 3 the. 4 the, the, no article 5 the, the, the, the 6 the 7 no article, the, no article

Exercise 6 1 no article, no article 2. no article no article, the, no article 3 the, the 4 a 5 no article, a 6 a 7 no article, the, the 8 the, no article, no article 9 the the, the 10 the, no article, the 11 no article, the, the 12. no article, a, the 13 no article no article, the 14 no article no article, no article no article 15 no article, no article, no article, the the, the, the

Exercise 7 1 the dinner 2 a kind man, the people, the neighbourhood. 3 the first, the station 4 the sooner, the better 5 a year, the house the richest man, the town 6 a shame 7 no articles are to be inserted anywhere. 8 a black and white cow 9 the pen, the sword 10 Alexander the great, a brave general 11 an early age 12. A word, the wise 13 a keen eye a great profit. 14 a sweet the meeting, the new chairman 15 the child the pictures a book, a knock

Exercise 8 1 no article, no article, a 2 no article, no article, a the a, the 3 no article, the 4 the, the, no article, the 5 a no article, no article, the, the 6 no article, no article, the the, the 7 no article, no article, no article a 8 the, the, no article, a, the 9 no article, a, no article no article, the, the, a, the, the, the, the 10 the, no article, the, no article, a, the, the, the no article. 11 no article, no article, no article, no article, the, the, the. 12 a, no article, a, the, the, a.

Exercise 9 1 (a) one coin worth half a rupee, (b) any number of coins amounting to half a rupee (a) this picture is more beautiful than any other picture, (b) this is one of the most beautiful pictures 3 (a) he has gone somewhere for the purpose of playing (b) he has gone where the play is being held 4 (a) there is virtually no improvement, (b) there is a little improvement. 5 (a) the child has gone to learn, to study, (b) the child has gone to the particular building in which the school is housed 6 (a) there is only one horse, partly black and partly white, (b) there are two horses, one black, the other white 7 (a) as a politician he would not be as good as he would be as a philosopher (the comparison is between the two aspects of the same person's personality),

(b) a politician would not be as good a philosopher as he would be (two different persons are being compared, one a politician, the other a philosopher)

Exercise 10 (the correct sentences are indicated) 1 b 2. b 3 b 4 a. 5 a 6 a 7 b 8 b 9 b 10 b

Exercise 11 1 The train will be a few minutes late 2 The sentence is correct 3 We need water and air to live 4 The more attention he paid to her, the more indifferent she became 5 These are the facts he gives 6 He failed in English, which is the language of the English 7 He is a Daniel in wisdom and a Rustom in strength 8 The sentence is correct 9 what a pity! The boys are making a noise while 10 Man has no more right to say an uncivil thing 11 The king always practises justice and follows moral principles 12 All the trees planted by me struck root into the ground 13 Some of the soldiers of Alexander the great were asked to return by land, the others by water 14 His uncle is a physician and surgeon 15 All of a sudden, a one eyed man was seen coming out of the crowd, quite eager to approach the king

## Chapter 2 Tenses

Exercise 12 1 revolves 2 go 3 likes 4 looks 5 rains 6 take 7 does 8 takes 9 triumphs 10 take 11 shines 12 knows, pinches 13 speaks, speaks 14 seize 15 comes, finds

Exercise 13 1 This forest does not abound, does this forest abound? 2 These children do not make a noise, do these children make? 3 He does not know, does he know? 4 This doctor does not charge, does this doctor charge? 5 It does not always pay, does it always pay? 6 She does not interfere, does she interfere? 7 You do not always approve, do you always approve? 8 I do not cherish, do I cherish? 9 His eldest son does not realise, does his eldest son realise? 10 This university does not provide, does this university provide? 11 It does not take, does it take? 12 They do not pay, do they pay? 13 These rivers do not get flooded, do these rivers get flooded? 14 Many parents do not take interest, do many parents take interest? 15 The editorials of this newspaper do not make, do the editorials of this newspaper make?

Exercise 14 1 Does this forest not abound in the pine trees? or Does not this forest abound in the pine trees? or Doesn't this forest abound in the pine trees? The rest of the sentences can be changed on the same pattern

Exercise 15 1 There begins 2 The traders buy articles 3 My friend swims 4 I take the book 5 This crime shakes 6 He reverts 7 The English language continues 8 The British shrink 9 People know 10 Do people?

Exercise 16 1 The child found 2 He worked hard, kept out of trouble and enjoyed 3 The stars shone 4 Birds flew away when he shot 5 Every morning she laid the child gently on the grass and then lay 6 You often lied to me though I took 7 She wore a new saree everyday I wondered how she got them 8 He chose wrong friends That was why he suffered 9 I knew what he meant 10 On marriages they spent 11 water frogs 12 Very beautiful roses grew 13 These

students learnt. 14. I always bought 15 Our armies fought. 16 Violence shook.. 17 Students often shrank 18 They built. 19 The bank exacted 20 Such mistakes cost

Exercise 17 (i) We did not drive our motor cars very fast. (ii) Did we drive our motor cars very fast? (iii) Did we not drive our motor-cars very fast? Do the rest of the sentences on the same pattern

Exercise 18 1 I shall go to bed at ten o'clock tonight 2 We shall go for a picnic next Sunday 3 Will you listen to the 8 o'clock news tomorrow morning? 4 Sunil will miss his classes and go to the pictures tomorrow 5 Mr Gupta will buy a new suit next month 6 We shall play scrabbles after lunch this afternoon. 7 She will observe a fast tomorrow 8 I shall revise my lesson next week 9 The President will not meet the visitors tomorrow morning 10 Will you go for a stroll after dinner tonight?

Exercise 19 1 He won't leave for Agra this afternoon Will he leave for Agra this afternoon? The rest of the sentences can be changed on the same pattern

Exercise 21 1 The policeman is patrolling. 2. I am not investigating 3 The players are rehearsing 4 Am I not doing ? 5 Whom are they blaming ? 6 Isn't the moon shining very softly? 7 Isn't he auditing 8 The authorities aren't taking 9 Isn't it blowing. ? 10 The child isn't paying

Exercise 22 1 He was holding on 2 They were putting. 3 Was he trying ? 4 was she sleeping when ? 5 What was he doing in the ? 6. Why was she making fun of ? 7 The baby wasn't crying because. 8 Wasn't he walking across ? 9 She was watching. 10 It wasn't snowing heavily

Exercise 23 1 I shall be working harder 2 Will the hounds be chasing the deer? 3 I shall be writing to you 4 I am sure she will be waiting for you 5 Won't she be packing the luggage ? 6 Will the policemen be keeping a strict guard ? 7 Shant we be losing ? 8 Don't you think she will be getting into trouble ? 9 I shall be flying 10 We shall be eagerly looking forward

Exercise 24 1 Yesterday you were looking ill, I am glad that you are looking. 2 , he will be having an 3 when it is raining. 4 What were you writing when ? 5 We shall be nearing the station 6 \_ when we were watching a TV show 7 She was chatting 8 I shall be meeting him 9 what he was shouting 10 , a fine cool breeze was blowing and the birds were chirping in the garden

Exercise 25 1 I have deposited 2. You have not spent 3 Who has swept ? 4 His rudeness has upset me 5 It has taken us 6 Hasn't she liked reading ? 7 Why haven't you informed ? 8 We have tried to 9 Hasn't the student sitting next to me made ? 10 Haven't your parents taught you manners?

Exercise 26 1 the first bell had already gone 2. The patient had died 3 We hadn't yet reached the platform 4 I had visited 5 My brother told me that he had decided 6 The gamblers had already made good 7 When I had gained enough strength 8 he had already contacted 9 he had stolen 10 Before we had gone very



far we found that we had lost our way

Exercise 27 1 all fighting will have stopped 2 Many days will have passed 3 I shall have gone out 4 I shall have finished my work 5 I shall have withdrawn the money 6 Will the farmers have reaped the harvest ? 7 They will have declared the result 8 He says he will have got 9 Next year he will have been 10 When will you have finished them?

Exercise 28 I have been writing 1 had been writing. I shall have been writing Write similar sentences for other personal pronouns

Exercise 29 (Page G 16) (a) 1 India has been progressing very fast since independence 2 It has been raining in torrents since morning 3 The river has been overflowing its banks for about a week 4 She has been suffering from malaria for many days 5 Canvassing for votes has been going on in full swing for a fortnight 6 She has been making efforts to start a ladies' club since the day she came to the colony 7 The police has been keeping a watch over her movements since 26th March.

(b) 1 The student leaders had been instigating the students to go on a strike for two hours 2 The surgeon had been performing a complicated eye operation for two hours 3 You had not been taking sufficient precautions to avoid infection since your arrival 4 His luggage had been lying in the hall for more than a fortnight 5 Hadn't he been shirking work ever since he joined this office ? 6 I had been feeling very anxious about her welfare ever since she left this city 7 I had already been thinking of

(c) 1 The labourers will have been digging a well for six days. 2 I shall have been picking fruit for two hours 3 he will have been running his own business for ten years 4 The poor will have been starving for many days 5 He will have been feeding the poor since Wednesday 6 Will the policemen have been persecuting for several days ?

Exercise 29 (page G 17) 1 build 2 goes 3 kiss 4 did 5 does/ did your plane take 6 seek 7 comes 8 comes. 9 liked 10 wore 11 took. 12 came 13 went, go 14 preferred, does not like 15 gave, does not even talk

Exercise 30 1 spends 2 is knitting 3 are fighting 4 drinks is drinking. 5 rush, is 6 is raining do not have 7 is making makes 8 are you wearing, wear 9 is coming is bringing 10 do not borrow, am borrowing. 11 am saving am going 12 do you like am giving 13 do you know, falls. 14 is coming, do you want. 15 are looking, is taking

Exercise 31 1 needs 2 do you remember 3 is working, does not like 4 disagree, says 5 do you mind am going 6 hope understand 7 does this hat belong 8 find is looking, looks. 9 do not doubt, am simply asking 10 are you joking do you mean.

Exercise 32 1 have just heard 2 have often seen have never spoken 3 has been ringing 4 haven't paid 5 have been living 6 have been waiting 7 has been sleeping 8 has been teaching 9 have taught, have never met 10 have been trying 11 has been working has failed

12 have knocked, has been 13 has been knocking, has come 14 haven't found have been looking 15 has been lying haven't you read

Exercise 33 1 are grazing 2 have been grazing 3 are feeding, 4 have been feeding 5 is blowing are flying 6 has been working, is fast approaching 7 are telling, has someone been giving 8, have been protesting 9 has been cooking 10 has been working. 11 are issuing, aren't the people co-operating 12 have you been sleeping, have been ringing 13 is the sun rising 14 am having 15 is cleaning

Exercise 34 1 took, 2 was taking, crashed, exploded 3 looked, was 4 watered withered 5 was watering began, put, went 6 was making, went 7 slept 8 arrived, was still sleeping. 9 died, was enjoying. 10 enjoyed 11 was just opening, blew 12 were dancing, broke, stole 13 was carrying, heard 14 was getting started, fell 15 were playing, heard, hid, took

Exercise 35 1 have met 2 met 3 shifted, have been 4 has just brought 5 brought 6 have just arrived 7 wrote hasn't replied 8 went, met. 9 saw, was, enjoyed 10 have missed 11 began lasted, was 12 left has just returned 13 has Mr Khanna disappeared, was. 14 have met. 15 became

Exercise 36 1 had heard, hurried 2 had eaten, had 3 had hardly left, began 4 had finished handed 5 went. 6 had gone, called 7. had landed, found had damaged 8 had spent. 9 told had hurt. 10. had thought dropped

Exercise 37 1 followed 2 had done 3 came 4 had never come 5 were 6 were 7 were 8 hadn't eaten 9 got 10 accepted, signed

Exercise 38 1 is going to get. 2 are going to hold The rest of the blanks can be filled on the same pattern

Exercise 39 1 am going to write 2. are going to paint 3 won't tolerate 4 am going to arrange 5 am going to give 6 will go 7 will get 8 shall get 9 am going to tape 10 shall lend

Exercise 40 1 will 2 shall 3 will shall 4 shall give have given 5 shall 6 shall 7 shall 8 shall 9 will 10 will 11 will shall 12 shall 13 shall 14 will 15 shall

Exercise 41 1 will start arrives 2 have paid shall deliver 3 will not give have produced 4 shall give, have given 5 attains, will inherit. 6 press will go 7 will think, are 8 will start is 9 shall give, have worked 10 hears will feel

Exercise 42 1 If we won this match we should win the rubber If we had won this match we should have won the rubber 2 If it rained now, the crops would be damaged. If it had rained now the crops would have been damaged The rest of the sentences can be changed on the same pattern

Exercise 43 1 shall hit, 2. is 3 look 4 violates 5 will die, takes 6 will apprehend spread 7 tell, shall give 8 happens, do not blame 9 is 10 will not laugh, is

Exercise 44 1 were 2 applied 3 would you mind, kept 4 did not speak. 5 criticised, would react 6 would you lend, needed 7 would

snow, fell 8 would feel, complained, 9 were, would not lose 10 granted, would you ask

Exercise 45 1 would have won had not slipped 2 had been, would have secured 3 had not met would not have suffered 4 would not have surrendered, had not run 5 had not been, would not have felt. 6 had forgotten, would have lost 7 had acquired, would have incurred 8 would he have behaved, had been 9 would have tested had put. 10 had found would have placed

Exercise 46 (a) 1 If you were to sing, I should be happy 2. If he were to do that again, I would dismiss him 3 I would be ruined if I were to take him as a partner The rest of the sentences can be changed on the same pattern

(b) 1 Had he not been ill 2 Had she been more docile The rest of the sentences can be changed on the same pattern

Exercise 47 1 he would have done well in the test 2 if I liked it 3 you would have felt amused 4 , if you give up this job 5 , they would have won the match 6 , if you lose your way 7 Had you been a little more careful 8 you will get into trouble. 9 If you want to preserve your peace of mind 10 she wouldn't have married such a fool 11 I would have acted more tactfully 12 if she had not put me off by her foul breath 13 you need not worry 14 Take some glucose in your tea 15 .. we wouldn't have lost the war 16 ..if it made interesting reading 17 If you had tried to oppose the resolution 18 If you find it difficult to continue the work 19 If I did not like the job 20 If I had not liked the job (Note. The sentences can be completed in any other suitable way but care should be taken to use the correct tense)

### Chapter 3 Auxiliary Verbs

Exercise 48 1 are having. 2. have 3 will you have, having. 4 are having 5 shall I have will have 6 have 7 shall have. 8 had 9 are having 10 do not have 11 did you have 12, do you have. 13 had you 14 did not have 15 shall have

Exercise 49 1 I shall have these documents translated 2. It is high time we had the broken panes replaced 3 We are going to have the house redecorated 4 He had the decayed tooth extracted 5 He had his trousers lengthened 6 He decided to have the children vaccinated 7 Can't we have these roads repaired? 8 If your eyes feel strained why don't you have them tested? 9 Can't we have him photographed? 10 Why don't you have these letters posted?

Exercise 50 1 Will be able to 2 will be able to 3 can't 4 can. 5 shall be able to. 6 will be able to 7 won't be able to 8 can you could 9 can can can't. 10 won't be able to

Exercise 51 1 wasn't able to 2 was able to 3 was able to. 4 was able to. 5 could 6 was able to wasn't able to 7 was able to 8 was able to 9 was able to 10 was able to

Exercise 52 1 may 2. might 3. may/might 4 may not. 5 may 6 may 7 may 8 may 9 may/might. 10 may 11 may

12. might not. 13 might. 14. may 15 may

Exercise 53 1 may 1 2. may 3 may/might. 4 may not 5. can. 6 may 7 can. 8 may, can 9 may 10 can 11 can 12. may/can. 13 may 14 can 15 can.

Exercise 54 1 shall 2. will 3 will 4 shall 5 will 6. will, shall. 7 will 8 will 9 shall 10 will 11 shall 12 shall 13 shall 14 will 15 shall

Exercise 55 1 would 2. would 3 should 4 would 5 should 6 would 7 should. 8 should 9 should 10 should 11 would 12. should 13 should 14 would 15 should 16 should 17 would 18 would 19 would 20 should

Exercise 56 1 have to 2 has to 3 must 4 has to 5 have to 6 had to 7 have to 8 must not. 9 must 10 must not. 11 must not. 12. must. 13 have to 14 had to 15 has to

Exercise 57 1 mustn't. 2. needn't. 3 mustn't 4 needn't. 5 needn't. 6 mustn't. 7 mustn't. 8 mustn't 9 needn't 10 mustn't.

#### Chapter 4 Change of Voice

Exercise 58 1 This boy is known to me 2 Much useful information is contained in 'The Discovery of India' 3 She is taught Mathematics by her brother in the evenings 4 The room is heated by electricity 5 The admission tickets are checked at the gate 6 The Punjab is irrigated by a network of canals 7 The trees are uprooted by a fierce storm 8 Are watches dealt in by you? 9 Aren't we punished for our sins? 10 Why are we paid so little?

Exercise 59 1 The actors were applauded by the audience 2. A saree was presented by him to his wife 3 His leg was hurt in the accident. 4 He was sentenced to two months imprisonment 5 The light was switched on and the door was opened 6 He was criticised for not offering to pay for the damage 7 I was helped by my friend when I was losing in business 8 By whom was he helped? 9 How was this information got by you? 10 Were the clerks paid their salaries on the first of the month?

Exercise 60 1 The first prize will be won by Ram 2 The refreshments will soon be served 3 Your advice will be acted on by us. 4 We shall be asked several questions of this type 5 This play will be forgotten in a few years time 6 The letter will be typed and not written by him 7 You will be either taken prisoner or shot. 8 Will Monday be declared a holiday? 9 When will the annual function be held? 10 By whom will the meeting be presided over?

Exercise 61. 1 A lot of work is being done by students 2. The circus show is being enjoyed by the children 3 The boat is being swept off by the current. 4 The President is being eagerly waited for 5 The table is being laid down. 6 The shore is being continuously struck against by the waves 7 The roads recently damaged in the rains are being repaired 8 By whom is the door being knocked at? 9 Am I being made fun of? 10 Why is a hell of noise being made in the class room?

**Exercise 62.** 1 The order of the Principal was being carried out by the peon 2 The play was not being rehearsed 3 The furniture was being arranged in the drawing room 4 Our team was being applauded by us 5 The customers were being fleeced in the fair 6 Were their gods not being worshipped? 7 By whom were sweets being distributed among the children?

**Exercise 63** 1 A lot of new words have been learnt by the parrot 2 This child has been bitten by a snake 3 The jewels have been stolen by a clever thief 4 His name has been struck off the rolls. 5 I have never been defeated in a debate competition 6 Has the wager been won by your friend? 7 By whom has the peon been bribed? 8 By which doctor has this medicine been prescribed?

**Exercise 64** 1 The secret had been disclosed by him before it was evening 2 The bridge had already been repaired 3 The picture had been slashed with a knife 4 An enormous hole had been cut in the steel door by the burglars before I got up 5 Steps had been cut in the ice and a rope fixed by previous climbers 6 Had the shrine been demolished before we reached there? 7 Had the gamblers den ever been raided by the police?

**Exercise 65** 1 Money will have been withdrawn by us from the bank by tomorrow 2 Booking will have been closed when you reach the theatre 3 The city will have been captured by the rebels before the reinforcements arrive 4 Will the dinner have been served when we reach home? 5 Will the harvest have been reaped by the farmers before the rains set in?

**Exercise 66** 1 The laws of the land must be obeyed 2 The revolutionaries could not be traced 3 These expensive books ought not to be bought by you 4 May the victory be won by you! 5 I might not be taken notice of or No notice might be taken of me 6 Should a lie ever be told? 7 In Bombay a good dinner could not be had for two rupees 8 Would the gate be left unbolted? 9 Must not the sale of exposed sweets and rotten fruit be banned? 10 By whom may this mistake have been committed?

**Exercise 67** 1 No noise should be made 2 Let a rupee worth of oranges be brought 3 Your bad habits should be given up. 4 Let the boats be lowered 5 A running bus should not be boarded 6 Let a glass of water be brought for me. 7 Every opportunity should be availed of 8 Let the patient be given this medicine every three hours. 9 Let this question be tried by me 10 Let a few difficulties be faced by him

**Exercise 68** 1 Does this idea interest you? 2. The company has paid the bonus for this year 3 We shall not admit children under three in this school 4 Every one is looking up to him 5 The naughty boys were laughing at the old beggar 6 We have verified the truth of this statement 7 The fire had reduced the house to ashes before the arrival of the fire brigade 8 They will have vacated these houses by Thursday next 9 Do not touch this switch. 10 The rebels must immediately surrender all weapons.

**Exercise 69.** 1 People often take him for my brother 2 The audience threw rotten eggs and tomatoes at the speaker 3 Who has meddled with my books? 4 Anyone with a little intelligence can understand these instructions 5 The flattery of his servants disgusted him 6 A child couldn't have done it 7 Our opponents must have started this rumour 8 Why didn't you either lock the car or put it into the garage? 9 Isn't someone following us? 10 You had better instruct your servant to be polite

**Exercise 70** 1 Milk is contained in this jug 2 Let the ball be kept rolling 3 She was bought a saree by me 4 Promises should be kept. 5 The child hasn't been beaten 6 How is the parcel being sent? 7 Milk is often turned sour by a thunderstorm 8 It is time for tea to be taken 9 Whose camera was stolen by him? 10 He begged the teacher to forgive him

**Exercise 71** 1 His officers were pleased with his conduct 2 Will those happy days ever be forgotten by me? 3 Let that bill be paid today 4 Superstitions are still believed in 5 By how many friends were you helped? 6 How many friends were invited by you? 7 He was seen picking up the gun 8 People say that he has lived only on liquid diet. 9 It is desired by everybody that he should live 10 They work hard so that better results may be produced

**Exercise 72** 1 Present joys are sweetened by sorrows remembered 2 Is this ring seen by you? 3 Let him be told to leave the room at once 4 A storm wrecked the ship 5 It is said that even fools are taught by experience 6 It is now necessary that the doctor should be consulted 7 You could put your money to good use instead of leaving it idle in the bank 8 By whom were you taught such a behaviour as this? 9 His wife was made to do this work 10 Those who help themselves are helped by God

**Exercise 73** 1 Everyone is expected by India to do his duty 2. You are requested to walk to the right 3 We shall never again hear his fine voice in this hall 4 Have you ever been refused an insurance policy by any other company? 5 Can furniture be bought at instalments? 6 Mustn't all those bad debts be written off? 7 One must endure what one cannot cure. 8 Women like men to flatter them 9 We are to introduce these schemes gradually 10 It has to be seen to be believed

**Exercise 74** 1 Two persons must sign this document 2 The manager made this change in the ledger 3 The manager will calculate profits at the end of the year 4 He transferred this amount from the current account. 5 The clerk filled in the slip by mistake 6 The manager requested the client to wait. 7 The accountant totalled the figures wrongly 8 The manager debited the surplus to his account 9 The Director had opened the exhibition 10 I have carefully checked the account.

## Chapter 5 Prepositions

**Exercise 75** 1 in 2 on at 3 since 4 from, to, on 5 for 6 on, by 7 at 8 on 9 in, on 10 for/since 11 for 12. since 13. from, to 14 by 15 at.

Exercise 76 1 at, in 2 between 3 over 4 below/beneath/above 5 among 6 above/below 7 in 8 over 9 at 10 under 11 among 12 below 13 under 14 above 15 at in 16 between 17 above below on 18 under 19 under over 20 under, above

Exercise 77 1 for 2 against 3 off 4 towards 5 into 6 out of 7 at 8 out of at 9 from 10 to 11 at 12 off 13 towards 14 to 15 off

Exercise 78 1 on 2 till off 3 up 4 of in 5 than 6 behind 7 of at with 8 besides 9 besides with 10 from beyond on

Exercise 79 1 by/beside 2 for 3 with 4 by, with 5 after off 6 into beyond 7 of to at 8 about, before 9 in from to 10 at, to

Exercise 80 1 at 2 under 3 at 4 from 5 to 6 from 7 from 8 in 9 against 10 at

## Chapter 6 Transformation of Sentences

Exercise 81 1 I am so poor that I cannot offer 2 He was so weak in English that he could not pass 3 You will reach the station so late that you will not be able to catch 4 He is so good that he does not/will not harm anybody 5 He was so gentle that he could not have committed a murder 6 He is so clever that he cannot be deceived 7 He is so generous that he helps everybody 8 This car is so expensive that I cannot afford it 9 He is so stupid that he cannot be given such a difficult post 10 My heart is so full that I cannot utter any words 11 A student can never work harder than he ought to (as hard as he ought to) 12 It is dangerous to be over good 13 Drinking water can never be made as pure as it ought to be

Exercise 82 1 The player was too exhausted to continue 2 The case is too urgent to be postponed 3 The medical aid was received too late to be of much use 4 The problem is too complicated for this little child to solve 5 This is too much 6 The comment was too bitter not to provoke him to anger 7 One can never be too virtuous

Exercise 83 1 No sooner do the rains start than it 2 None but the brave 3 I shall never forget my 4 He is not always wise 5 The teacher was so lenient that he could not control 6 No student here is so intelligent as Sanjay 7 I do not care what 8 He must not have missed to meet you when 9 If you had not been lazy yourself you 10 The beauty of this scene cannot be described 11 Her song was too sweet not to please everybody 12 None but a Gandhi 13 I do not possess anything except these books 14 He keeps his money in a safe which none except him can touch 15 The rose by any other name would not smell less sweet.

Exercise 84 1 It is useless crying 2 Everybody loves him 3 Only this policy 4 Everyone has to admit that 5 I miss you every day 6 As soon as the child sees a beggar she 7 She is more interested in dancing than in painting 8 The performance was so good that it brought

down the house 9 He was too absorbed in his work to be disturbed even 10 What if we fail 11 We found the road tolerably good 12 We sell only novels 13 But for your timely help, he 14 Whenever I see her, I am 15 Every rise has a fall

Exercise 85 1 I shall never forget those 2 None can excel 3 It is not I who 4 Nobody authorised you to sign 5 I have approached everybody for help 6 I have suffered a great deal for such a 7 There is none so base that would 8 One cannot get the comforts of a home anywhere else 9 We should not waste time in 10 It does not matter even if we have 11 We were not born simply to .. 12. Men cannot live better than living

Exercise 86 1 Is this answer ? 2 Is there anything nobler ? 3 Can gold alone make ? 4 Who does not worship ? 5 Does anything succeed ? 6 Is it any use crying ? 7 Why waste time in ? 8 How does it matter if I ? 9 What have I to do with these people ? 10 Was there ever a man ?

Exercise 87 1 The uses of adversity are very sweet. 2 It is a capital idea 3 Man is a remarkable piece of work 4 I wish you had written 5 I wish that I 6 I wish I could get back 7 I wish I were 8 They made a very wild charge 9 It is strange that a soldier is afraid of fighting 10 I am surprised to see that he is rude to me 11 It is hard to believe that I could meet you here 12. It is a matter of great sorrow that youth passes 13 It is disgusting that he has been ruined so soon 14 Many crimes are committed in the name of liberty 15 Your laws should be cursed if you refuse me justice

Exercise 88 1 What a sweet flavour these oranges have ! 2 O that I could 1 3 Alas, youth fleets 1 4 Would that I were among 1 5 Alas your own ignorance 1 6 To think that she 1 7 Fie on him who 1 8 Alas he died so young ! 9 O for a life free 1 10 Cursed be the day when 1

Exercise 89 1 Mr Singh is more popular than any other teacher No other teacher on our staff is so popular as Mr Singh 2 Shakespeare is greater than any other playwright the No other playwright the world has ever produced is so great as Shakespeare 3 The Indian civilisations is older than most other civilisations of the world Very few civilisations of the world are as old as the 4 Apples are not so cheap as oranges. 5 The second paper in English was not so difficult as the first one 6 You are at least as wise as your elder brother 7 Mount Everest is the highest peak No other peak is so high as Mount Everest. 8 I do not love anybody else as much as I love you I love you most. 9 She is one of the most graceful women I know Very few women I know look as graceful as she 10 I am not less efficient than any section officer 11 I thought her uglier than she was 12 She is a better dancer than singer 13 The Gita influenced me more than any other book The Gita influenced me most. 14 Dilip Kumar is one of the most talented artists. Dilip kumar is more talented than most artists 15 The discovery of fire has proved more momentous than most other discoveries The discovery of fire has proved one of the most momentous discoveries.



Exercise 90 1 English is more widely spoken than any other language of the world. No other language of the world is so widely spoken as English. 2 Switzerland is more beautiful than most countries of the world. Very few countries of the world are as beautiful as Switzerland. 3 You are more wicked than most people. You are one of the most wicked people. 4 To describe this scene is not so easy as to imagine it. 5 The girl was not so much injured as afraid. 6 To serve in heaven is not so good as to reign in hell. 7 My understanding of the current political situation is one of the best. 8 He is not the best player of the team. He is not better than at least some players of the team. 9 I do not understand this subject better than you do. 10 He is at much to blame as anyone else. 11 I was more surprised than shocked. 12 No sooner did Achaal reach his office than he rang up Ravi.

Exercise 91 1 Should you be fond of some serious reading, you may go in for these essays by Bertrand Russell. (You may also use it in case.) 2 I will lend him money only if you stand surety for him. Do you stand surety for him? Then I will lend money. 3 If you regulate your diet, you will be cured of indigestion. You will not be cured of indigestion unless you (in case) and provided can also be used. 4 If you make one more attempt, you will succeed. Will you make one more attempt? You will succeed (provided, in case). 5 If you come across. Supposing you come across. 6 If (supposing) the patient. 7 You cannot join us at a stage artist unless your father permits you (in case and if) can also be used. 8 If (supposing) he had not been. 9 If (supposing in case provided) he were not my son. But for his being my son. 10 If (in case) he fails to.

Exercise 92 1 Admitting (granting not withstanding) that. He is considered to be a good shot, nevertheless he missed. 2 Although (admitting granting notwithstanding that) she is dominating, she. She is dominating, nevertheless (none the less all the same) she does. However dominating she may be she. 3 This book may appear very difficult nevertheless (all the same none the less) it has. Although (admitting granting notwithstanding that) this book appears to be difficult, This book appears to be difficult indeed but it. Even if this book appears to be difficult it. 4 Although (admitting granting notwithstanding that) there is some force in what you say I shall. What've the force in what you say I shall. 5 Intelligent as he is.

Although (granting that notwithstanding that) he is intelligent. He is intelligent nevertheless (all the same none the less) he. 6 Notwithstanding all that. 7 Although it. It rained yesterday all the same (nevertheless none the less) the air. 8 Although (admitting that, notwithstanding that) he recovered. 9 Although he has hardly any chance I shall. 10 I must go although it is very hot. It is very hot, nevertheless (all the same none the less) I must go. It is very hot indeed, but I must go.

Exercise 93 1 The length of this room is four metres. 2 They won the match with ease. 3 No other member of my family is in agreement with me. 4 There is no possibility of finishing the work. 5 No one can be given admission without. 6 Your success has given me pleasure. 7 Everybody listened to him with attention. 8 Dispensing or doing here with great care. 9 His jokes made us burst into laughter.

10 He pleaded innocence

Exercise 94 1 He is very helpful to us 2 This scheme is not practicable 3 This step is likely to be harmful to our cause 4 It was fortunate that there was no casualty 5 These two words have a similar pronunciation 6 I am doubtful of your honesty 7 A sensible man will not do it. 8 He is very popular among the students 9 A good student is regular and punctual in attending his class 10 He was dismissed for being negligent rather than incompetent

Exercise 95 1 We bathe everybody 2 I do not intend going there 3 One should prefer coffee to tea. 4 The whole crowd was pursuing the thief 5 I do not understand how he 6 Whatever he proposed was carried out 7 Soon after they arrived, the news 8 It appears to be a sound proposal 9 Even virtue can offend if one 10 He neglects his duty

Exercise 96 1 He works quietly 2 He will probably go 3 He performed his duty very carefully 4 We escaped narrowly 5 Socrates thought that a man should die peacefully 6 He disappeared instantaneously 7 He took lightly the punishment 8 The robbers did not treat him mercifully 9 The prince addressed him most kindly and graciously 10 He treated the prisoners very generously

Exercise 97 1 India expects that everyone will do his duty 2. It is not likely that this industry will flourish 3 It was reported that he lost his wealth by speculation 4 I am glad to know that he has been elected to the Lok Sabha. 5 The news that he has been elected has been published in the newspaper 6 A moment that is lost is lost for ever 7 I was the first who located the error 8 My friend who is the Superintendent of Police is out of station 9. He rested in a chair which was lying near the wall 10 He is not the kind of man who will tell a lie 11 As he was going through the book, he came upon a fine story 12. These books were stolen when I was absent 13 As the transformer had been damaged the city was plunged into darkness 14 As it was Sunday, the shops were closed 15 He entered the place so noiselessly that he could not be heard 16 He is so good a man that he commands everybody's respect 17 We advertised in the newspapers so that we might popularise our goods 18 He got the parcel insured so that he could avoid any possibility of loss 19 If the prices rise further, we shall be obliged to close down the factory 20 You cannot be appointed the cashier unless you give a cash security of two thousand rupees 21 Although there was a paucity of trained workers the project was completed in time 22. He was punished although he did not deserve any punishment 23 Savita is as much to blame as Sheela 24 The harder one works the more successful one is 25 He staggered as if he were drunk 26 I acted as you had instructed me 27 As far as I know today is the hottest day 28 You must make good the loss since you are responsible for it 29 If a medical adviser had not been present, the whole party would have been killed 30 If I tell you the truth, I am an extremely tired man

Exercise 98 1 They are sure of my loyalty 2 The doctor confessed his helplessness 3 The news of the President's death plunged the whole country into grief 4 He is reported to have meddled with

the account books of the firm. 5. His offence was unpardonable 6. Most of the poems written by Kalidas have been preserved 7 No one likes a liar 8 He had but a little income to support his family 9 I shall look after her during her stay here 10 He begged some financial help from his uncle in order to complete his education 11 In spite of being very careful, you are sure to make mistakes at times 12. He was feeling unhappy on account of having been insulted 13 He is strong for a boy of fifteen 14 The decision having already been taken, arguments are useless 15 Savings should be in proportion to earnings 16 A law cannot be enforced without the President's assent 17 I was happy to find him safe even after having faced so many difficulties 18 In spite of her love for him she does not want to marry him for fear of disgracing her family 19 Immediately on hearing of his failure, I rushed to his place in order to console him 20 Since his having fallen ill, he daily prays to God to forgive his past sins

Exercise 99 1 The child took pity on the beggar and gave him five paise 2 He not only abused him but beat him also 3 The sun rose and the fog disappeared 4 Not only hard work but intelligence is also required 5 He is very resourceful, still he does not help me 6. He made several efforts yet he failed 7 The soldiers were very few in number, still they defeated the enemy 8 He prayed for his son's safety, but it was of no use 9 You must run very fast, otherwise you will not be able to reach the school in time 10 He should not repeat this mistake, or he will be penalised 11 You should not hurry, or you will spoil the case 12 You must go to the station early, or you will not be sure of a comfortable seat in the train 13 Mohan is no god, so he cannot do impossible things 14 There does not exist any favourable evidence, therefore none can help him 15 His case is weak, so everyone advises him to give it up

Exercise 100 1 Finding the audience appreciative, the young artist entertained them long 2 In spite of having got the lion's share of his father's property, he is dissatisfied 3 In spite of his having treated me most unjustly, I have not grumbled 4 We expect God to be merciful besides being just 5 To add to his responsibility, his younger brother died leaving behind his widow and two children 6 Finding him guilty the judge sentenced him to three years' rigorous imprisonment. 7 The spring being late to arrive, the garden was still wearing a deserted look 8 In the event of being late, he will miss the finest part of the performance 9 But for the unsuitability of the match, I would not have declined it 10 In spite of having gone through this file..

Exercise 101 1 If you let me alone 2. Although murder has no tongue, it 3 If we do not get reinforcements by tomorrow morning, our army 4 The car smashed against a tree because the 5 Although the doctor did his best for the patient he could 6 Don't be afraid since nobody is going to hurt you 7 In case you entrust me with the work it. 8 If the shopkeeper is not willing to exchange the watch, he should return 9 For half an hour, we retired to a lonely room so that we could discuss the subject 10 Although he is over seventy he does ... 11 He grew irritable because he was 12. If you do not abide by these conditions we shall 13 In case you do not get your car repaired now,

its machinery 14 Although he is outwardly strict, he is gentle at heart  
15 As soon as the instructor whistles the trainees stand in a line

Exercise 102 1 There was no hope of her coming still 1 2  
You have done the mischief and of this fact I am sure 3 You should  
not continue your evil course or you 4 I wanted to read the latest  
news, so I bought the newspaper 5 You should take regular exercise  
otherwise you will fall ill 6 The document was signed and they were  
all satisfied 7 He is something of a poet but rather more of a philoso-  
pher 8 He was given the opportunity but he has missed it 9 He  
never showed any favour to anyone so he 10 He got the news  
and he immediately sent me a message 11 Lincoln was poor yet he

13 This book is highly obscene so it should be banned 13 The  
law protected him, otherwise he would 14 Help the poor and God  
will bless you 15 You should resign the job yourself or you will be  
dismissed

Exercise 103 1 No sooner did Sir Roger come home than he  
called 2 He will probably come back 3 If he had not run away  
they would have killed him 4 I would give everything to make you  
happy 5 Madras is larger than most cities in India

Exercise 104 1 He is so good that he does not (will not) deceive  
anyone 2 Twenty sandwiches were eaten by him in ten minutes 3 It is  
a very beautiful picture 4 This news can never be true 5 Calcutta  
is larger than any other city in India No other city in India is so large as  
Calcutta. 6 Ajay is better than most boys of the class Very few boys  
of the class are as good as Ajay

Exercise 105 1 He is brighter than any other boy of the class  
No other boy of the class is so bright as he 2 You are not a god that  
no one should oppose you 3 No one should be permitted to leave  
before time 4 Napoleon was the greatest person in his day 5 This  
news is so good that it cannot be true 6 Everyone likes him 7 It  
is a very beautiful sunset

Exercise 106 1 Excessive eating makes one fat 2 I have  
already told you 3 He is too honest to accept a bribe 4 The  
judge suspected that someone had bribed the witness 5 If you utter  
one word more I will 6 The sight of the deserted city was very sad 7  
India is hotter than most of the countries 8 You will be well looked  
after

Exercise 107 1 This news is so good that it cannot be true.  
2 She is too intelligent not to understand it 3 Cure is not so good  
as prevention 4 No sooner did he see his friend's burnt house than he  
burst into tears 5 I shall not forget your kindness 6 He does not  
like you does he? 7 Who can serve two masters? Can anyone serve  
two masters? 8 It is strange that a sailor is afraid of storms

Exercise 108. 1 He did not fail in anything that he attempted  
2 Who hasn't heard of Columbus? 3 Let him be given a share of  
your cake 4 Food and water are indispensable 5 It has given me  
great pleasure to accept your invitation 6 That play was published  
posthumously

**Exercise 109** 1 Would you leave my room and let me do my work? 2 She spoke in a very gentle manner to explain her point of view 3 The distinguished visitor was warmly welcomed at the airport.

**Exercise 110** 1 He is too weak to sit in bed 2 He forcibly turned the beggar out of his house 3 I am glad that you have assented to my intention to become a soldier 4 I wish I could meet him and give him proper advice 5 Is there anything I can refuse you? 6 I am much shocked at your lack of manners

**Exercise 111** 1 He is used to grumbling. 2 He forced his way through the crowd 3 My mother did not let me swim 4 You must come again 5 He is too weak to walk 6 The battery is strong enough to last twenty four hours

**Exercise 112** 1 Although we live in the same house we do.. 2. Both Tom and John were in high spirits 3 Didn't I tell you to work hard? 4 On hearing the news of his success, he rushed to the post office

### Chapter 7 Synthesis

**Exercise 113** 1 Finding a heavy rush at the stop. 2. The food being in short supply rationing 3 After having been my partner for eight years he has now set up separate business 4 He employed various means to avenge his brother's murder 5 I am under the treatment of Dr Sharma the best 6 He voluntarily offered 7 Being tired of my servant I dismissed him 8 Rahim's son wept bitterly to hear the news of his death in the battle 9 The gathering having been declared unlawful, the police 10 You should take up a part time job to supplement your income and to make good 11 He never fully recovered from the shock of his son's death 12 On account of being understaffed for more than a month they 13 Above all Amit indulges 14 Except being a little cold the weather is pleasant. 15 He remained calm and unruffled in face of many difficulties 16 Shakespeare, the greatest dramatist of England, has written 17 He stayed at home in order to look after his old and weak parents 18 In spite of his poor health, he worked so hard that he got through the examination 19 On hearing the shouts for help of a drowning boy a workman plunged into the river at the risk of his own life 20 In 1526 Babar, a great soldier, defeated the Indian king Ibrahim in the battle of Panipat to win the throne of India

**Exercise 114** (a) 1 She is an accomplished mature responsible and sociable girl 2 They deal both in refrigerators and television sets 3 He wasted his money in gambling as well as in drinking. 4 He not only pesters his friends for money but also wastes their time

(b) 5 He can be a good orator but he is 6 The poor man works hard the whole day but he. 7 There was a great noise in the street, but he worked undisturbed 8 The painting is very well done but it

(c) 9 Is this radio set cheap or costly? 10 You may either get this sofa set or take five hundred rupees in cash 11 Neither the captain nor the sailors are to be blamed 12 Neither a borrower nor a lender be

(d) 13 General working conditions in the factory have been improved, therefore efficiency of work will go up 14 I want to see a TV performance so I shall 15 Lord Buddha found this world full of sorrows, so he decided to renounce it 16 There is great excitement among the people for many contraband goods have been caught (so' or 'therefore' can also be used)

(e) 17 I am going to stay at a hotel where I shall 18 I bought some very interesting novels which I presented to my sister 19 We are shifting to a new house where I shall 20 He donated his all to a trust, which was a very generous act

Exercise 115 1 The doctor said that the patient would soon recover 2 I do not know why these two neighbours are quarrelling 3 She wanted to know if I didn't like to play with her 4 That truth prevails in the end is a fact known to everybody 5 It is my belief that she will never play me false 6 What cannot be cured must be endured 7 The news that the shop was going to be raided made everybody anxious 8 The little girl asked her father if she could accompany him to the movies 9 The judge declared that he was quite innocent. 10 He wants to know how much money you need 11 They wanted to know from the Principal if they could 12 Your statement that you were not a party to this decision is false 13 Believing that he would not desert me, I appealed to him for help 14 How he will get us out of difficulty is known to no one but himself 15 Realising that I had caused much mischief by the serious mistake made by him, he confessed his fault.

Exercise 116 1 Such servants as are honest are trusted 2 Those who die in a great cause never fail 3 We came upon a shop where edibles were sold (which sold edibles) 4 I do not know the reason why he complained 5 I duly received the message you sent me 6 The accident happened on the day on which I was at Simla 7 All the people who had been stricken by floods prayed to God 8 Those boys who do not take their class work seriously repent at the end of the year 9 They elected as their captain Pataudi than whom no better captain was possible 10 Blessed will be the day when your efforts will be crowned with success

Exercise 117. (a) 1 As soon as it strikes six, I switch on the radio 2. We shall buy fresh stocks when prices come down slightly 3 He has worked carefully since I warned him

(b) 4 I have been forced to reduce the consumption of milk because its price has gone up 5 I intend joining a hostel because I do not find 6 Agriculture is not possible in Iran because the climate

(c) 7 The DTC bus service is so undependable that I am 8 His job was so light and lucrative that he had

(d) 9 He drastically cut down his expenses on various items so that he might save money 10 She bought a season ticket for the film festival so that she might get acquainted 11 The villagers made an embankment on the riverside lest floods should play havoc ..

(e) 12. They went where living was cheap 13. The boats sailed whither the winds took it.

(f) 14 If I am allowed to speak, I shall explain everything 15. You are sure to lose the game whether or not I help you. 16 If the monsoons do not break this month, the wells will run dry.

(g) 17 Although he has wide contacts, he has no access to the Chief Minister 18 Even if the heaven and earth move, I shall not budge an inch 19 Notwithstanding that my own life may be at peril, I shall uphold the cause of justice

(h) 20 She is as intelligent as her sister 21 No other peak is so high as Mount Everest 22 The higher the mountains, the cooler the air

(i) 23 He walks as if he were a prince 24 He acted as he had been directed 25 I shall love you as long as I live

Exercise 118 1 Nothing can describe the confusion which I felt when I sank into the water 2 Why does he worry when he is sure to receive the pay due to him? 3 My friend is going to Europe on long leave in order to become a doctor 4 Wherever you look, you will see signs of industry which speak well for the prosperity of the people 5 My opinion is that Shyam is not a bad boy, he belongs to a good family and has been well brought up but he moves in bad company 6 A hungry and thirsty traveller came to the door of a cottage which stood on the riverside and begged for food 7 When I met him in the market after ten years, he was so changed that I could not recognise him 8 I saw a small boy blowing a beautiful whistle which he had just bought. 9 A Spanish writer has written a very amusing book which tells the story of a knight and his servant 10 In my opinion which is based on their confidential reports, Mr Gupta is not so efficient as Mr Verma

Exercise 119 1 Seeing that I had offered him help whenever he needed it but he had always rejected it, I left him to his fate 2 As the lion was let out of its cage, it ran towards Androcles, but instead of attacking him it fawned upon him as a dog fawns upon its master 3 As Socrates drank the cup of hemlock he continued to talk to his friends standing around him 4 At sunset when I was leaning on the gate, a carriage containing a middle-aged gentleman drove up 5 Christmas, falling on the 25th of December every year and commemorating the birth of Christ, is one of the chief festivals of the Christians, who worship Christ as the son of God 6 (a) As the starving refugees were getting desperate, a messenger brought them news that food would soon reach them 6 (b) At seven O'clock on a bright sunny morning, the girls, outwardly calm but inwardly full of excitement set out on their long walk to the station 7 (a) Norri's fair attracted many people this year for it had been well advertised in all the papers 7 (b) That year, the competition being very tough and the boys having not been well trained by their coach, only two boys Ashok and Arun won medals 8 (a) The winter having arrived, Napoleon decided to march north in order to punish the Russians, who had been bold enough to join the Allies 8 (b) When the Finance Minister presented the budget to Parliament he was booed by the members because the budget, in addition to raising the railway fares imposed a heavier burden on the common man 9 The day next to the one I received the letter as I was sitting in my room in deep

contemplation, I was disturbed by a noise which at first I thought came from my watch but later discovered to be coming from a little insect called the death watch 10 The Germans exploded some shells containing poisonous gas and advanced towards the trenches, but the Indian soldiers defending these trenches had so much confidence in the justness of the sacred cause for which they were fighting that they were not at all dismayed to see the Germans coming

#### Chapter 8 Direct and Indirect Speech

Exercise 120 (a) 1 The manager has said that no indiscipline 2 My brother says that this shopkeeper 3 The peon will say that a salary 4 The secretary of this club is saying that the show 5 The coming generations will say that a man

(b) 1 The purchase officer said that there was scarcity of raw 2 The monitor said that all the students wanted a trip 3 The secretary said that no decision could be taken, 4 He said that Anil and Roopesh were going to the market but Savita was going for 5 The teacher said that Ajay had better leave 6 Everybody said that the culprit had not deserved 7 The manager said that Ravi had been working in that office for the last six months but his work had never been satisfactory 8 The chairman of the action committee said that if the strike continued, everyone would be put 9 The young girl said that if fashions did not change, many manufacturers would have to 10 My father said that English used to be 11 The Chief Election Commissioner said that all elections would have 12 He said that the strike might 13 She said that if students were treated leniently, they thought that they could befool 14 He said that the accident could have been 15 The young officer said that if the police remained alert, there was no reason

(c) 1 She said that Gita's clothes had caught fire while she was cooking. 2 He said that Gurdip wants to take up a job while her husband wants her 3 He said that some people kept their lights on while the entire city was plunged 4 He said that the heights that great men reached and kept were not attained 5 The Principal said that when the warden was taking a round of the hostel at 11 P M he had found

Exercise 121. (a) 1 You said that you never let your expenses exceed your income 2. She told me that they had been befooled by those menfolk. 3 She said that she kept at arm's length all those who tried to flatter her 4 The speaker said that we ought to defend the honour of the country even if we had to lay down our lives for it (assuming that the speaker and the audience belong to the same country) 5 Your servant confessed his fault and begged to be excused 6 The representative of the workers said that they had decided not to resume work till their salaries were increased 7 I said that when I was young 8 The gardener said that their roses would 9 The speaker said that we (they) had assembled to pay homage to our (their) 10 The chairman of the selection committee said that they would finalise the rest of the team after they had selected the skipper

(b) 1 He told me that I had done right to come 2 I told him that he was a 3 She told you that you were becoming more 4 I



told him that he was doing a very noble deed by looking after his . 5. I told them that they could not possibly go 6 I told you that you had been wasting your time 7 The policeman on duty told me that if I went straight for about a mile, I would reach 8 The teacher told us that we were all intelligent boys but we had never been sincere to our work 9 The queen told her son that he must go to a distant country and remain there till his father sent for him 10 He told you that when you came back home in the evening, you would find nobody waiting for you and then you would be

(c) 1 I said that he had been trying for a job in the Airlines. 2 He said that the enemies had been bombing 3 He said that the villagers were hospitable even to their enemies 4 She said that he had been fascinated 5 I said that Sushil's father did not like.

Exercise 122 1 I told my sister that the previous day I had bought a doll for her 2 Your father told me that he had given Achal my message the day before the previous day 3 The producer told the actor that he did not want him in that picture 4 He told her that he could not marry her then but he would surely do so the following year. 6 He told you that he would discuss that matter the following week. 6 He said that they had practised at the nets for two hours the previous morning and they would practise for another two hours the following day 7 He said that they had opened a branch of their firm there two years before but they had not been able

Exercise 123 1 The clerk said that he was sorry he could not return the pass book immediately He added that it would be sent to him by post 2 I called my idle brother and told him to decide what he wanted to do I also told him that I could not allow him . 3 I shall go to the king and respectfully say that I have tried 4 The teacher told the student that he had to do that homework all over again the next day though he confessed it was for the first time that he had done it wrongly 5 His father told him that if his guest died, the police would come and catch him and he would be hanged 6 The dying mother gave her daughter Lakshmi a doll She told her that it was a magic doll and it would take her place when she was gone. 7 He is always saying that he is hard up, he lives from hand to mouth and he wishes that his friends could help him 8 His father told him in a dream that he could continue his profession as a doctor and he would make a good living. 9 You told me that you had not slept the previous night and you could not work then but if I came the next day you would see what you could do for me. 10 He said that he regretted having supplied to us an inferior quality of cement and was prepared to compensate us for that. 11 I said that if they were sincerely interested in promoting their sales, they should 12. My manager regretted to note that I had not thought it fit to submit my comments on the matter till then

Exercise 124 1 She says "I would like to be a doctor when I grow up" 2. The mother said, "I cannot leave the child alone." 3 Your sister will say, "I have got to buy you a pet" 4 He says to me. "I shall have a great pleasure in coming to your place" 5 I said, "I admit that I acted foolishly in what I did" 6 He said to you, "I could

not get time to buy the medicines prescribed for you ' 7 I called my friends and said to them, 'I want all of you to attend my birthday' 8 He said, "My mother is not at home at the moment but she will return in a few days"

Exercise 125 (a) 1 She asked the auctioneer how much he wanted for that dressing table 2 I asked my friend how one could be merry when one's neck was in danger 3 The thief asked a passer-by what he had got in his bag 4 I asked you why you had come back so soon 5 He asked me how I had got all that money 6 The peasant asked his neighbour what he had done to deserve so hard a fate 7 He curtly demanded what he had thrown that stone at him for 8 They asked me why I had gone to their house 9 She wondered who could 10. She wanted to know how much she would have to pay for that fur coat.

(b) 1. He asked me if I was afraid I replied that I was not 2. He wanted to know if he should leave it in the car or bring it along 3 She asked her if she could wash that suit clean She replied that she could not do so because it was too dirty 4 My younger sister asked me if she should help me pack my luggage 5 She asked us if we had seen or heard anything in the dead of night 6 I asked my friend if I should hurry on and get the tickets if he was getting late My friend replied that I should 7 He asked me if anyone had been unkind to me 8 She asked her friend if he would help her to hold the box Her friend replied that he would do it with pleasure 9 The office incharge asked the secretary if they should dismiss some of the employees who had tried 10 I enquired if they were on the look out for a reliable firm to act as agents for their products in that region

Exercise 126 1 Her parents said, Is the match proposed by us acceptable to you ? She said, "Yes" 2 My friend said to me, ' Shall I give you company ? ' 3 I said to my servant, ' Why did you open the drawers of my table without my permission ? ' 4 I said to him, "Has it occurred to you that even the meanest profession can be made to appear dignified ? " 5 I said to my niece "Did your father in law spend a peaceful night in the hospital ? " 6 The new employee approached his boss and said, ' Are you satisfied with my work ? ' ' Yes, " said the boss, "I shall give you an early rise." 7 My friend said to me, "Why did you not make any verifications about the conduct of your new secretary before you gave her the job?"

Exercise 127 (a) 1 He ordered the arrogant servant not to provoke him unnecessarily 2 The student requested the teacher to lend him his pen for a while 3 I requested the boys to listen to what I was saying 4 He advised me not to be hasty or I might commit some serious mistake 5 I ordered the servant angrily to get out of that room and not to show me his face again 6 The old man prayed to God to help him in his hour of sorrow 7 The beggar requested a passer by not to scorn him to have pity on him and give him a few paise 8 I ordered the peon to take those papers 9 He advised the beggar-woman to go to some other place to ask for bread and not to expect anything from the people there 10 The miser called his son and advised him to take no man into his service who desired to be paid every month.

11 I requested my uncle to have patience and do me 12 I advised the servant to keep those boxes away from fire for they contained

(b) 1 He suggested (to me) to let the boy go home alone if he wanted to for I was quite grown up 2 I suggested that we should not jump to conclusion we should wait till we got confirmation of that rumour 3 The librarian said that no student was to be issued a book unless she produced her identity card 4 The teacher proposed to explain to me how to tackle those problems. 5 Mohini said that however hard she might try she would not be able to deceive her parents 6 The fasting leader said that whatever turn the situation might take he was not going to give in 7 The repentant boy proposed to his father that he should try once more for he might yet show a better result. 8 The speaker suggested that the countrymen should forget their differences and

Exercise 128 1 The traveller said to the porter 'Put my luggage in a first class compartment.' 2 His elder brother said to him, 'Do not speak ill of others at their back.' 3 My father said to me 'Make good use of the opportunity that has come your way. It is a rare opportunity.' 4 Sandeep said 'I cannot open the box. Let Avinash have a try.' 5 The health officer said to the chemist 'Let these medicines not be sold without a physician's prescription.' 6 The police officer said, 'Let us leave the wrecked car here for a while, for it will remind the other drivers to be more careful.' 7 I said 'Let the plan appear ever so impracticable, I am going to try it.'

Exercise 129 1 The young frog exclaimed that it was a grand feast. 2 She exclaimed with sorrow that she was the innocent cause of their sorrows. 3 He exclaimed that he would have extremely liked to visit Kashmir that year. 4 I angrily exclaimed that I would have to do it all over again. 5 The old lady exclaimed with regret that youth passes away very soon. 6 She exclaimed that it was a great pity that she had always helped them and they had always harmed her. 7 He cursed the day when he was born. 8 All the people assembled there prayed that God might grant peace to the departed soul. 9 The old lady who was on the verge of death wished that she could see her son once. 10 The officer declared his clerk to be foolish and angrily asked him why he had allowed him to enter his office. 11 The old man bade his friends farewell and prayed that they might live in peace and prosperity. 12 The citizens warmly welcomed him and joyfully exclaimed that they had eagerly looked forward to his home coming. 13 She made a gesture to the girl to keep quiet for the baby was asleep. 14 The spectators applauded Shyam for the splendid kick he had made. They also encouraged him by saying that he deserved to win that match.

Exercise 130 1 The Children said 'Hurrah, our father has come!' 2 He said 'Alas I have been cruel to my brother!' 3 Many happy returns of the day! we said to the girl. 'Thank you' she said. 4 'Fools!' said the teacher to the boys. 'Why did you insult the pious man?' 5 'O for a moment's respite!' said he. 6 I said to my friends, 'Good night. It is getting late. Let me go home.' 7 The teacher said, 'Good morning girls. Would you like to play a friendly match with your seniors?'

**Exercise 131.** 1 The peon respectfully reminded the officer that it was already past nine and sought his permission to go home. 2 The poor man said that he had saved him (the poor man) from great public insult and prayed that God might bless him. 3 The youngman told her that he loved her. Then he asked her if she would marry him. 4 She asked him how she could marry him for there appeared to be a number of girls whom he loved. 5 She advised her daughter to take good care of her ornaments, for if the servant got a chance, he might steal them. 6 I requested my friend to take his seat. Then I asked him why he was looking so sad and if there was aught I could do for him. 7 He advised his friends not to be in too great a hurry, adding that they would know all about it in good time. 8 The children called to the nurse and requested her to come quickly, for their brother had been bitten by a snake. 9 He angrily asked the children why they had come there and disturbed him. He exclaimed that they were a big nuisance and again asked them why they couldn't play somewhere else. 10 My friend said that it was very pleasant. He wondered if it would not be fine to go for boating. Then he proposed that we should go to the riverside and see if we could hire a boat.

**Exercise 132.** 1 The master of the house said, "Who are you? What do you want?" 2 She said "What? Has the clock stopped working? Has anyone been fiddling with it?" 3 "Are you going to the market, Asha?" said he. "Let us go together." 4 She said to her maid, "Can't you even wash the clothes properly? What a useless creature you are!" 5 I said to the artist, "Please show a few designs. Your outlines are sharp and expressive but your colours lack harmony." 6 "Good morning boys," said she. "There is some news for you today. Can you guess what it is?" 7 "Forward my men," the General said, "and face the foe bravely. It is true that they are more in number than we are, but how does it matter?"

**Exercise 133.** 1 The old man cordially called upon the villagers to tell him if there was anything else they wished for and promised to give it to them. He asked them if they wished to be made nobles or to govern towns. 2 The fish politely begged the fisherman to put him back into the river. He said that he was very small, but in a few months or a year he would grow much larger and then he would make a good dinner for him. 3 The fisherman refused to comply with his request. He said that he had caught him (the fish) and would carry him (the fish) home. He (the fisherman) added that if he (the fisherman) let him (the fish) go, he (the fish) would, no doubt, grow bigger, but perhaps he (the fisherman) would not catch him (the fish) again. 4 Socrates wanted to know what that strange outcry was. He said that he had sent the women away mainly in order that they might not offend in that way, for he had heard that a man should die in peace. Then he requested them to be quiet and have patience. 5 The princess asked the old woman what she was doing. The old woman courteously asked her if she liked spinning. The princess exclaimed that it looked extremely charming and proposed to try if she could spin also. 6 The judge reminded the miser that he had said that the bag he had lost contained one hundred and ten pounds. The miser respectfully confirmed having said so. At this the judge remarked that

since that bag contained one hundred pounds, it could not be his 7. The traveller asked the peasant if he (the peasant) could tell him (the traveller) the way to the nearest inn. The peasant said that he could and asked him if he wanted one in which he could spend the night. The traveller replied that he did not want to spend the night; he only wanted a meal. 8. The little girl asked her father if he was always good when he was a boy. The father replied that he was generally good at least when he was asleep. 9. The king asked the three sisters what presents he would bring them when he came there. The eldest one requested him to bring her a fine silk gown. The second said that she wanted a pretty necklace. Then the kind father asked Beauty what she would like. Beauty replied that she would like a red rose. 10. The General exhorted his men to march forward and face the foe bravely. He admitted that they (the foe) were more in numbers than they but said that it hardly mattered. He exclaimed that if they retreated, their women would scorn them and they would be branded for ever with the name of cowards. 11. Marjory wanted to know where the meeting was to be held. Arthur replied that it was being held there. Marjory was reluctant to believe him but Arthur confirmed what he had told her earlier. At this Marjory asked him why they were holding the meeting there. Arthur explained that it was much too cold that night for him to go out. 12. The Raja told the jester that he could extend no other mercy to him except permitting him to choose what kind of death he wished to die. Then he called upon him to decide immediately, for the sentence had to be carried out. 13. The Chairman of the Bank declared in his report that they realised that they had certain commitments to the society they had grown up in. They were working to fulfil them in whatever measures they could. They had set up the Gramin Jana Seva Trust to look after a wide array of services to the community. 14. A poor boy, as he sat on some straw, exclaimed that he wished he had been a king's son. The teacher asked him why he wished that. The poor boy explained that he had been standing by the palace gate that morning to see all the grand folk going to court splendidly dressed, in fine carriages, and then he had thought how happy they must be to be allowed to see the queen and enter the beautiful palace. 15. Addressing the powerful lord Yama, Savitri reminded him that he had promised her husband and herself a hundred sons and asked him how this could be if Satyavan were not restored to life. She asserted that she did not wish for heaven itself without her husband. Then she pleaded with Yama to give her husband back and let Satyavan live once more. 16. Kamal asked the judge if it was necessary for him to die. The judge replied that he had to, for there was no remedy. Kamal said that there was, adding that she did think that he might pardon him, and neither heaven nor man grieve at the mercy. But the judge insisted that he would not do it. Kamal wanted to know if he could in case he wanted to. The judge curtly replied that what he would not do that he could not do. 17. The Jew wanted to know why he should be merciful since he did not love Antonio. Bassanio angrily asked him if all men killed the things they did not love. Shylock bitterly retaliated by asking if all men didn't want to kill the things they hated. Bassanio offered him twice as much as Antonio owed him if he would let him go free. But the Jew firmly replied that even if he offered

him six thousand times more than the amount Antonio owed him he would still ask for his pound of flesh. The duke intervened to ask how he could hope for mercy if he showed none, but Shylock violently said that he did not want mercy, he wanted justice and demanded his pound of flesh. 18 Tom's father told Jack's father that his son was so stupid he really didn't know how he was ever going to earn a living. Jack's father replied that he could not be any worse than his boy. Jack had failed every examination he had ever sat for, he was always bottom of his class, and he simply could not imagine what he was going to do with him when he left school. Tom's father advised him not to worry, for Jack was quite intelligent compared to Tom. Jack's father said that he was talking sheer nonsense and he was crazy if he believed that. And he emphatically repeated that the boy was a half wit. Tom's father advised him to keep his cool for it was possible for them to settle the question. Jack's father asked him if he meant he could prove that Tom was stupider than Jack. Tom's father said that he could certainly prove that. Then he asked him (Jack's father) to call the boy in so that he could show him that. 19 Jane said that he was just what a young man ought to be, sensible, good-humoured, lively, and added that she had never seen such happy manners so much ease with such perfect good breeding. Elizabeth replied that he was also handsome which a young man ought likewise to be if he possibly could, his character was therefore complete. Jane said that she had been very much flattered by his asking her to dance a second time, for she had not expected such a compliment. Elizabeth did not believe her, for she had herself expected it for her. Then she went on to explain that this was one great difference between them: compliments always took her (Jane) by surprise, and her (Elizabeth) never. What could be more natural than his asking her again? He could not help seeing that she was about five times as pretty as every other woman in the room. Therefore his gallantry for that did not deserve any thanks. But he was certainly very agreeable and she (Elizabeth) gave her (Jane) leave to like him, for she had liked many a stupider person. 20 The bank clerk told the journalists that he would like them to understand the life he led. The conditions, he said, were terrible. He asked them how they would like to peer into books where the light was poor. He informed them that he had to have his eyes strained every minute. He remarked that if the Minister of Finance tried that job for a time, he would soon find out what it was like.

Exercise 134. 1 Rattan said to his parents, "Forgive me this time, I shall never play truant again." "All right," said his parents. 2 The emperor said, "Will you serve my successor, whoever he might be, as faithfully as you have served me in order that our country may continue to enjoy peace and prosperity?" 3 He said to me, "When do you intend to leave Deibi?" "As today is the day of examination, I cannot leave now but hope to do so tomorrow." I said. 4 He said to me, "I should never have bought this house." I said, "Why do you say so?" He said, "I am told that it is haunted." "Is it?" said I, "Nonsense! Do you believe in ghosts?" "No," said he, "but my wife does." 5 The judge said to the prisoner, "Do you have anything to say for yourself?" The prisoner said, "All I had to say I have already said, but I would add

again that if I am convicted, God will punish my accusers for their great injustice. I have a clear and calm conscience. Now you may do what you like.' 6 Govind said to Hari, "How did you fare in the examination last week?" "Please do not talk about it," said Hari. "Why?" said Govind. Hari said, "I have done very badly. I am afraid I may not pass." "Nonsense!" said Govind, "Hard working boys like you never fail." 7 A horse said to a man, "Will you help me against a wild boar that has insulted me?" "Yes, gladly," said the man, "But I shall require your services afterwards. Promise that you will go home with me." "Thank you," said the horse, "I feel that revenge may cost more than it is worth. I shall not, therefore, accept your help."

### Chapter 9 Punctuation and Capital Letters

**Exercise 135** One day when I was very young, I broke a window. My Principal Mr S P Gupta made me stand in the class for two hours and sent me home with a report of what I had done. My mother gave me sound thrashing. I thought the punishment I received was unjust. I decided to run away from home. I took a jar of biscuits and headed for a deserted house two blocks away. When I arrived I found older boys there. I waited until they had left and then went inside where I lay on an old bed and ate some biscuits. Some time later when I awoke the place was in pitch darkness. I thought it must be past 11 p.m. I took my jar of biscuits and groped my way out into the street. I was very glad when I saw our big white house. I decided that home life wasn't so bad after all.

**Exercise 136** (a) 1 I do not know how, why, when or whence he came. 2 Her typing is neat, even, accurate and fast. 3 Standing or sitting, eating or drinking, sleeping or walking, he is haunted by the memories of the past. 4 I have a friend who has lived a year in the States, who has travelled in Canada, who is spending this summer in France, and who is coming to India towards the end of the year. 5 He believed that one should use eight hours of every day for work, eight hours for play, and eight hours for sleep.

(b) 6 Sir, I shall willingly obey your orders. 7 Being dissatisfied, he resigned his post. 8 We have rented a house in Tagore Gardens, a newly developed colony. 9 Ashoka the great declared Buddhism the State religion. 10 Uma, the youngest daughter in the family, married an American.

(c) 11 I needed his guidance but could not get it. 12 His company is rather dull and heavy, for he seldom talks. 13 Every adult must pay for himself, for only children are admitted free. 14 We stayed through all the numbers on the programme but the last one. 15 We stayed through all the numbers on the programme, but the last one seemed rather long and tiresome.

**Exercise 137** (a) 1 I am not willing to waste my money just because I have plenty of it. 2 Just because he has plenty of money, he need not take airs. 3 Whatever is, is right. 4 After that, when they hunted, only bears or wolves or buffaloes would satisfy them.

(b) 5 My friend Vinod, who has a flourishing business of his own,

is a very eligible bachelor 6 This is the strange insect which we were talking about 7 This is my garden, which I am very proud of

(c) 8 This bridge, I think, will be open only to light vehicles 9 The result, on the whole, is encouraging 10 You like your new car, don't you? 11 Yes, it should be good fun boating in the lake 12 No, I am sorry I can't lend you such a heavy amount 13 No will be my answer to any demand he may make

(d) 14 Address this letter to Miss Mathur, 4, Indus Court Road, Church Gate Bombay 15 He died on 5th September, 1968, and was cremated at Nigambodh Ghat, Delhi the next day in the afternoon

(e) 16 He got a prize, she, punishment 17 "Persevere my boy," said the teacher, 'and you will be rewarded in the long run' 18 Ever since she has co-operated willingly 19 In between, the trees looked dry and burnt 20 He had a pen and an ink bottle was on the table

Exercise 138 1 His story was in several ways, improbable 2. Anarchy and confusion, poverty and distress, desolation and ruin, are the consequences of a civil war 3 His argument, to tell you the truth, was not at all convincing 4 Reading makes a full man, conference, a ready man, and writing an exact man 5 Some are born great, some achieve greatness, and some have greatness thrust on them 6 We did not meet anyone on the airport, but two ladies were waiting for us at home 7 I have no dress but this one with worn out collar 8 I waited a half hour for you, Neelu and then started for the skating rink alone. 9 You will be better, I hope, the next time I see you 10 Edward told the story to his mother, who was greatly surprised 11 Elizabeth telephoned to her mother, and her sister answered the telephone 12. She gave her old coat, the one with the brown fur on it, to a beggar shivering with cold 13 Besides you owe her some thanks, for she has sent you a beautiful pair of cuff links 14 Unless father returns, the cheque for our travelling expenses cannot be cashed 15 After we had dinner at theirs, we felt ashamed of the dinner at our own house.

Exercise 139 (a) 1 I dislike people who talk too little, their company becomes heavy 2 If you blame him, he is touched, if you praise him, he is disgusted 3 Today we love what tomorrow we hate, today we seek what tomorrow we shun, today we desire what tomorrow we fear 4 He is dishonest; therefore he cannot be trusted with money

(b) 5 To err is human, to forgive, divine 6 The three fountains of learning are seeing much suffering much studying much 7 Know then this truth virtue alone is happiness 8 It can be reduced to three simple rules. If the light is red, you stop, if green, you go; if amber, you wait

(c) 9 How nice of you to have brought this watch I Did you remember it was my birthday today? 10 Stupid! Do you know what you have done? 11 Bad luck! Won't you try again? 12. Will you lend me some of your notes? No, never! 13 Ah me! You are going to the movies. Won't you take me along? 14. This is beautiful, isn't it? Can you get a few more like this? 15 What! No news even today? What should we do?



**Exercise 140** 1 The student announced proudly, "I shall be awarded a medal at the annual function of the college" 2 Father asked what we had done with the money 3 "I shall get you a scooter," said his father, "if you pass the examination" 4 "The Chairman said no to all my proposals," remarked the member 5 "Wait," said her husband, "you will catch cold I will call a carriage" 6 I said, "I am very angry with you, Go away" "I won't," he replied firmly 7 "I feel very ill May I go home?" And he added after a little pause "I cannot do any more work today" 8 "Give it to me immediately," he demanded "Immediately? No" she replied, "I refuse" 9 "Would you if I asked you" he asked, "lend me your car?" 10 "When?" "Now" "Where?" "To my house" "All right if you wish," he agreed

**Exercise 141** (a) 1 How many M L A's represent your district? 2 Your mistake was that you added two 7's and wrote 15 as the answer 3 There's a rat's hole in the corner I'd like to get it filled up 4 He's driving his brother's car, for his own hasn't yet been repaired 5 "This won't do," said he, "I've put in two days' labour on it and I'm in no mood to let it go waste"

(b) 6 The word education is derived from—but who cares what its derivation is? 7 At last—though I am ashamed to admit it—I had to surrender 8 The statesmen the government authorities the religious heads—all appealed to him to break the fast 9 Rich and poor, old and young, high and low—all fought for freedom 10 Yes—er—I—er—no I didn't take—er—money from your pocket

**Exercise 142.** 1 She said, "My brother had an accident on Friday, the 21st March and is still confined to bed" 2 The Hindus regard the Gita as one of their greatest books 3 J L. Nehru, the Prime Minister of India was given the title of Bharat Ratna 4 O Death, where is thy sting? 5 *The Hindu View of Life* by S. Radhakrishnan is a great philosophical work 6 Neelam is flying to New York by B O A C. on the Thursday after the Dewali 7 You can cross the Jamuna and go to the Red Fort, where you can take a bus for the Parliament House 8. The day after Christmas, Mr. Basu, M P called on the Chief Executive Councillor, Mr. Radha Raman

**Exercise 143** 1. (a) "How many r's are there in 'referred'?" I asked (b) "Is 'Who Killed Ram' on at the Apsara tonight?" I asked (c) At the Vidya Bhavan, Mr J D Gupta, M A, the Deputy Mayor, was presented with the purse (d) "Whose is this?" enquired the Chief Justice of the prisoner. "It's mine," was the reply (e) "I'm sailing on the Empress of Britain on Saturday next," he told me in a whisper (f) "Fair Daffodils" is a lovely poem Was it written by Herrick?" she asked (g) "My book has 'SS' on it—'S' for Sushila and 'S' for Singh," I told him 2 (a) "Ramayana" is a great epic. Was it written by Balmiki?" she asked "Yes," I replied, "it was" (b) After two months' work, Arun, whose last name is Sen, finished the work 3 (a) Sudha, my elder sister, was in the kitchen, where a meal was being prepared. My brother, who had just returned from work, was cleaning the bicycle outside. (b) Books, papers, pens, pencils, inkpots, pieces of chalk—these and other articles lay strewn about the room. It looked as if it had

been swept by a hurricane 4 "Mary, was anyone here last night while we were away?" "A man, Sir, came to speak to Norah." "Who was he? How long did he stay?" "I am sure I cannot tell, Sir" 5 "But this is nonsense!" she exclaimed "Who am I?" I replied with a smile, "to argue with such an authority on the subject" "You!" she cried, "you cheeky little brat! I could slap you for that." "Try," I said 6 "Quick! Quick!" cried he "Let's run away or he'll catch us" "Who'll catch us?" asked the stranger "The policeman," said he "Don't you see him over there?" 7 "I wish I had lots of money," said the wife "If one could get what he wished for, I think I should wish for common sense, not for money," said the husband "Naturally! Everybody wishes for what he has not got," said the wife 8 "No smoking in this compartment," said the ticket inspector to the traveller "But I am not smoking," was the traveller's reply "But you have got your pipe in your mouth," answered the inspector "Yes," was the retort "I've got my feet in my boots, but I am not walking" 9 When we are assessing the good or evil that science has brought to man, it is important to remember that it has not only produced higher living standards but also enabled us to get rid of the great killing epidemic diseases—plague, cholera, smallpox, malaria and typhus Before the coming of scientific medicines, these diseases were greater killers of men than any war 10 Savitri said "O Yama, powerful lord! thou hast promised my husband and myself a hundred sons How can this be if Satyavan be not restored to life? I do not wish for heaven itself without my husband Give back my husband O Yama, let Satyavan live once more" 11 The Chairman said, "The year witnessed an improvement in the country's economy despite a marginal fall in agricultural output The agricultural production declined by 14 per cent" He asked, "Is it not obvious that with greater effort the country can become self-sufficient?" 12 "Can I rely on your help?" the manager asked the clerk "Why? Certainly you can, Sir," was the prompt reply "Then please complete all the entries in the ledger before you leave," said the manager "That should be easy" exclaiming the clerk, adding, "it will be a pleasure, but do I get paid over time?" 13 "Wretch!" said the king "What harm did I do thee that thou shouldst seek to take my life?" "With your own hand you killed my father and my two brothers," was the reply 14 "You know practically nothing about my aunt?" pursued the self-possessed young lady "Only her name and address," admitted the caller He was wondering whether Mrs Sappleton was in the married or widowed state An indefinable something about the room seemed to suggest masculine habitation 15 "Your son is certainly a boy of ability," said the headmaster, "but it all depends upon you whether he will do well at school" "What an extraordinary statement!" said the father "How can it possibly depend upon me?" "You can see," replied the headmaster, "that he does his homework" "Oh yes," said the father, "I can do that much" 16 One day walking together up a hill, I said to Friday, "Do you not wish yourself in your own country again?" "Yes," he said "What would you do there?" said I, "Would you turn wild and eat men's flesh again?" He looked full of concern and, shaking his head, said, "No, no" 17. "Over thirty miles per hour," replied the taxi driver "Can't you slow down a little?" I said "No, certainly not, Sahib," said

he It is not possible ' That silenced me for the rest of the journey I only muttered to myself 'What rascals these drivers are!' 18 'What presents shall I bring you?' said the king to the three sisters. 'The eldest one said 'Please bring me a fine silk gown. I want a pretty necklace,' said the second. 'And what would Beauty like?' asked the kind king. 'I should like a red rose' replied Beauty. 19 'What do you know about work?' enquired the farmer. 'We have worked at farming' answered James modestly. 'Can you mow?' 'Yes Sir.' 'Can you mow well?' 'You can know that by trying us.' 'What wages do you want?' 'Just what you think is right.' 'Well that is fair. You are plucky boys. I think you may go to work.' 20 A quaker was one day walking on a country road. He was suddenly met by a highway man. Pointing a pistol the man exclaimed 'Your money or your life!' 'Friend' said the quaker 'I cannot deliver my money for it should be helping thee in evil doing. However exchange is lawful and I will give thee my purse for the pistol. The robber agreed. On receiving the pistol the quaker at once held it at the robber's head and said 'Now, my friend my purse back or the weapon may go off!' 'Fire,' said the robber. 'There is no powder in the pistol.'

#### Chapter 10 Common Errors

Exercise 144 1 The cattle were 2 I have finished my meal 3 Two cannon were fired 4 There are ten sheep and five deer in 5 The summer vacation will commence 6 The orders of his transfer have been received 7 My circumstances do not allow 8 Old furniture has 9 I have misplaced my spectacles 10 Fruit and vegetables form

Exercise 145 1 We have finished three fourths 2 Riches has turned 3 The gentry of the town were 4 No pains no gains. 5 The news of his arrest has 6 Gymnastics is good. 7 Your hair is too long, go to the barber and have it cut. 8 The meeting was attended by at least five thousand people. 9 I went to the market to buy a seven day clock 10 Our students are going to stage a play

Exercise 146 1 It is an essay of Bacon the philosopher 2 He lives in the boarding house 3 He made a mention of you. 4 I cannot bear separation from her 5 It is getting late. Let me take leave of you. 6 All the members of his family 7 Women doctors are 8 Mothers-in-law are seldom respected by their daughters-in-law 9 This is my friend the doctor's clinic 10 Your handwriting is more beautiful than Usha's

Exercise 147 1 me 2 us them 3 her me 4 him. 5 her 6 they 7 she 8 him me 9 she 10 me. 11 who 12, that. 13 as. 14 that. 15 whom.

Exercise 148 1 This is of course, strictly between you and me 2. I write my answers better than he 3 Let you and me 4 All but me were 5 We are all younger than she 6 I remember all that 7 Every-one of them has finished his work 8 Either of the two 9 None but he deserves 10 If I were he

## KEY

Exercise 149 1 I qualified for this profession 2 We kept away from the class 3 You ought to avail yourself of 4 enjoy himself 5 One must do one's duty when the honour of one's country 6 The boy who has broken the window pane has been 7 He is a man whom I know 8 The streets of our village are wider than those of your village 9 that have come out recently 10 I have already borrowed it

Exercise 150 1 Of all boys 2 than any other dramatist 3 Which is the easiest to learn 4 of all papers 5 the largest of all lakes in the world 6 each of objection 7 He is senior to my brother but junior to me 8 Of all kings 9 Even perfect beauty 10 The Taj at Agra has a world wide reputation

Exercise 151 1 Many a flower fades unseen 2 He spilt the whole milk 3 Our army captured no fewer than 4 The sentence is correct 5 the farther from God 6 The whole of India 7 the latest edition of this book 8 I am leaving by the 4.30 train or 4 o'clock train 9 Agra is a place worth seeing 10 Ghandiji had a unique personality

Exercise 152 1 All these novels 2 He lost the few books 3 I have no friend to rely on 4 the first three chapters of the book 5 he spent his later life miserably 6 This custom has been prevalent in India for times immemorial 7 I do not like that sort of people 8 The first two columns 9 made me sick 10 She is the most intelligent and beautiful student in the Class

Exercise 153 1 He ate too much and became ill 2 I am very much surprised 3 Home made sweets are generally very wholesome 4 I did not speak to him this morning 5 I am strong enough to deal 6 he went direct to a restaurant 7 The postman will come soon 8 I request you kindly to help me 9 This water is too cold for a bath 10 This saree cost me sixty rupees only

Exercise 154 1 Never have we met 2 he reached the station rather late 3 She is very weak in English 4 The guests went away one by one 5 You are rather tall for your age 6 He is very pleased with your work 7 No sooner did the sun set than the wind dropped 8 I am very glad to know 9 Fortunately he was not hurt in the accident 10 He was too displeased not to

Exercise 155 1 I cannot speak even correct Hindi 2 Call him anything else but a fool 3 One hardly goes satisfied from 4 I seldom or never 5 I hardly had I stepped out when it began to rain 6 Scarcely had he left the house when the roof collapsed 7 Mahatma Gandhi has usually been called the Father of Nation 8 six years before 9 This hard earned money 10 How strange it is that I cannot claim a thing that rightfully belongs to me

Exercise 156 1 I do not believe what you say 2 I wrote him a letter last week 3 There is no use sending it by post 4 His anger was aroused by his servant's rudeness 5 Where have you been 7 6 A modest man never boasts of his accomplishments 7 attends to his duties 8 to grieve at a loss 9 talk about something 10 admits of no excuse

Exercise 157 1 into four parts. 2 on his enemy 4 I prefer him to my 5 --opposite to that of yours. 6 habit of smoking after meals 7 Am I correct in thinking 8 He succeeded in driving home 9 You were right in suspecting him. 10 persist in having your own course.

Exercise 158 1 to obey our parents 2 He forbade me to sit in the first row 3 to return in a week. 4 May I take leave of you? 5 to investigate the matter 6 He hesitated to comply with. 7 For all his learning 8 keep up appearances 9 He intends writing a novel. 10 He sided with me

Exercise 159 1 He enquired when I would be 2 Though I have realised that it is a bad bargain I will not 3 If he gives a written apology no action 4 No sooner had he returned than he was 5 lest you should repent in the long run 6 He is both the manager and proprietor of this firm 7 Neither he nor his brother was there. 8 Neither I went nor he 9 If you were to choose between glorious death and shameful life 10 Students work hard so that they may pass

Exercise 160 1 He took up an attitude different from what 2 He is neither hard working nor intelligent 3 He had no choice but to 4 As soon as I saw him 5 If I punish one 6 The question was how he had 7 Not only did I pass but I got 8 Scarcely had I said a word when he 9 This book is as good as though cheaper 10 Make hay while the sun shines

Exercise 161 1 Though I am not feeling well I will go 2 As he is ill, he cannot come or He is ill so he cannot come 3 No problem except this could be so taxing 4 As long as you remain here, 5 He is such a person as no one can love 6 No sooner did he die than his son 7 If you insult 8 Look sharp lest you should be late. 9 He did not behave as he should 10 She is as beautiful as if not more

Exercise 162 1 is 2. have 3 lives 4 are 5 are.

Exercise 163 1 are 2 is 3 is 4 are 5 is

Exercise 164 (a) 1 are. 2 has 3 is 4 wins 5 is 6 is

(b) 7 has 8 have 9 have 10 is 11 has 12 was

(c) 13 is 14 were 15 believe

(d) 16 is 17 is 18 deserve 19 is 20 has

Exercise 165 1 is 2. depends 3 give 4 has. 5 have 6 is 7 has. 8 were 9 pleases 10 is 11 was 12 are 13 is 14 has. 15 are

Exercise 166 1 have 2. am 3 were 4 has 5 have.

Exercise 167 1 deserves. 2. was 3 was 4 have. 5 is 6 has. 7 has 8 has 9 seems. 10 was

Exercise 168 1 has 2 was 3 was 4 was. 5 were 6 has 7 are. 8 differs 9 was 10 makes

Exercise 169 1 makes business uncertain 2 has stolen the goods 3 is death 4 has come 5 All possible means have. 6. has

been saved 7 Two and two make four 8 The strain of all the difficulties and vexations and anxieties was more 9 It is you who have 10 Many a soldier was

Exercise 170 1 One of the best architects in the town has been 2 Everyone of these machines has been 3 The majority of students are expected to pass. 4 the sentence is correct 5 the sentence is correct 6 Two-fifths of the property is set 7 the sentence is correct 8 Politict is a game 9 the sentence is correct 10 The robber with his followers has been captured

Exercise 171 1 The wages of sin is death 2 You have played instead of working 3 Let each of us go there in his turn 4 I object to your saying that. 5 I informed him of the matter and he having got the information was very much surprised 6 My lodgings are comfortable and the rent is low but the food costs a great deal 7 I wish I were dead 8 I am strong enough to look after myself 9 The train was running on time 10 He is addicted to gambling

Exercise 172 1 He is determined to ruin him 2 I have a brother who holds a high post in the Punjab 3 There are more than one fault in this essay 4 They persisted in doing what they knew to be wrong 5 This is the most remarkable case of all 6 The teacher asked the students why so many of them had come without books 7 I would lose all my hard earned money if I were to make the investment 8 Do you know whom you are speaking to ? 9 This man is very clever and will, herefore surely succeed 10 I shall certainly write to you when I reach New Delhi

Exercise 173 1 I travelled all over Europe last year 2 I will fight you tooth and nail 3 I have no pen to write the letter with 4 When I was in the city I saw a poor man begging in the streets 5 He was raised either at a university or at a public school 6 I went to the station which is very close to my house to catch the 8.30 train 7 He was very angry with me and prohibited me from going to him any more 8 The man and his children were arrested but none of them was placed before the magistrate for trying 9 He is one of the stupidest boys I have ever beheld 10 As long as you remain idle, you will make no progress

Exercise 174 1 May I look at your book ? 2 We heard of his having met with an accident. 3 Such students as have passed the higher secondary examination will be allowed to compete 4 the sentence is correct 5 The boy refused to take the money 6 Between you and me, 7 I found my brother lying senseless on the earth 8 You have given false evidence 9 No sooner did he finish his speech than the clapping began 10 The socialist party is as good as if not better than any other political party

Exercise 175 1 Too great a variety of dishes confuses one 2 Scarcely had he reached the school when the rain set in 3 The climate of this country is as good as that of England 4 When I went to his house I found that he had died of cholera 5 The poet describes the autumn season 6 Of the two countries Russia and America the latter is more friendly towards India. 7 He is the friend, philosopher and guide to me

8 I was surprised to see in the street an unconscious man with his legs stretched 9 The master sent a message to Govind that he was to come but Govind refused 10 The Allies won the war in 1945

Exercise 176 1 He enjoys good health as well as wealth 2 They are both fond of each other 3 I have been ill for three days therefore I am absent from the school and he is angry with me 4 It is a long time since I received any letter from you Why are you so lazy in writing? I am afraid that you might be ill 5 My father said 'My circumstances are not very good How can I bear the expenses of your food and study in Delhi?' 6 These facts have no bearing on the matter in hand 7 When I enquired of him after the health of the members of his family, he replied to me that his eldest son had cough 8 I hear the mayor has arrived or is soon to arrive 9 The welfare of the soul is surely preferable to that of the body 10 This book was written by a patient and acute observer

Exercise 177 1 Neither the manager nor I was responsible for the delay 2 He has proposed this change in the procedure 3 He made the entries faster than his companion 4 A large number of notes were missing

Exercise 178 1 While crossing the street, he was knocked down by the bus 2 Women's woollen stockings sold here 3 All the girls in brown dresses were in tears 4 The moon, suspended like a lantern in the sky, shone on the lake

Exercise 179 1 The chief exports are coal, iron and oil 2 He dislikes my reading in bed 3 Neither my friends nor I am coming to the show 4 Ten weeks salary has been paid 5 He was ordered to go away immediately 6 If anyone thought so he was wrong 7 I am much stronger than I was a year ago 8 The house shook as someone banged the door

Exercise 180 1 No sooner had he finished than there was a loud bang. 2 My friend's essay is superior to that of anyone else in the class 3 I am aware of what you mean 4 Neither my friends nor my cousin was permitted to enter 5 Every child will be given his lunch packet 6 Having removed what was wanted they left the safe open 7 There is nothing so useful as or more encouraging than your support. 8 I would always fight for my country even if I were put in the most hazardous position 9 The population of our town is larger than that of theirs.

Exercise 181 1 Neither of them was prepared for the task 2 He is the taller of the two boys 3 Whom did you talk with? 4 Being a student of the Christian College, I was invited to attend the function 5 Nobody offered to give his seat to me

Exercise 182 1 The taller of the two trees has been cut down 2 One must not go back on one's word 3 I distributed the prizes among four people 4 The bread and butter was placed on the table 5 Let it suffice to say that he is a good man 6 The number of students declared eligible for the intermediate examination is large

Exercise 183 1 We must not allow the climate to interfere in our plans 2 I will never allow such a letter to be sent under my signature.

3 He did not work hard as his brother did 4 The job turned out to be very different from what 5 After scrambling up this steep ascent, 6 Passengers are requested to refrain from travelling during the rush hours as far as possible 7 He raced down the street quickly 8 Ramamurthy and I have a common friend in Delhi 9 One must obtain a driving licence.

Exercise 184 1 I think this is the one more likely to succeed 2 The meeting had hardly started when the trouble began 3 He would be much happier in another job 4 I decided to hit him, but I was not ready with my fists, so he hit me first 5 Your favour to hand, and we shall look forward to your visit on the 15th proximo with the greatest pleasure

Exercise 185 1 He is always complaining about his grades although he does nothing to improve them 2 one sees 3 Today is as hot as, if not hotter than any other day this summer 4 Statistics show that men like their studies better than women do 5 When he was walking across the street a truck knocked him down 6 This book is very interesting. 7 I have always said and will always say that 8 While at a party a man should show respect for and attention to his host 9 His chief weaknesses are expecting too much, being unwilling to put forth the necessary efforts, and not accepting criticism 10 On the completion of my programme I was informed that all the sections I wanted had been closed

Exercise 186 1 May I now take leave of you? 2 each one of them wants the cake and neither of them has any manners They are always quarrelling with each other 3 He often comes late to the school 4 You should not have violated the rule 5 This horse as well as that one is for sale 6 I insisted on having my fee paid 7 He speaks as if he had known me for a long time 8 No sooner had the meeting ended than the crowd dispersed

Exercise 187 1 Give me food and lodgings. 2 I seldom or never make a mistake 3 Ram availed himself of my offer 4 Thy necessity is greater than mine 5 Shyam preferred reading to writing 6 He denied that he was a thief 7 He felt pity for all who were in trouble.

Exercise 188 1 The child has a sickly appearance 2 He lost heart because he could not cope with the difficulties in life 3 It being a good article, we can publish it 4 His character and conduct have not been good 5 He said that honesty is the best policy 6 Ten of the pictures I have already disposed of 7 I tried hard to make friends with him 8 I never doubt his truthfulness for he always speaks the truth 9 On seeing the lion they ran away in great fear 10 was all that he used to repair the boat

Exercise 189 1 None of these five boys has done the home task. 2 I enquired of him why he was so negligent in his studies 3 I congratulate you on your success in the examination 4 Rama as well as his servants is working 5 Many a rich man has been 6 as he is ill .7 It is no use finding fault with everything.

Exercise 190 1 My children cannot endure separation from me. 2. the sentence is correct. 3 He sold three dozen mangoes 4 You must



secure at least pass marks 5 This book comprises five sections 6 As long as you remain restless you cannot concentrate 7 Both his hands 8 She is always putting on 9 She sang very well didn't she ? 10 He has been ill for

Exercise 191 1 where I could have parked my car 2 men of our country 3 but laugh 4 The people of this state have 5 Dilip Kumar is very popular 6 I do not care a fig for him

- 4 Some important steps to help the eradication of this system (a) A statute against dowry (b) a suitable climate to boycott dowry, (c) a movement against the system by the youth.

The dowry system, prevalent virtually in all parts of the country, is one of the biggest evils of our society. It reduces the sacred institution of marriage to a business transaction. It degrades a young maiden to the level of a saleable commodity. Dowry has been defined by a young lady as the price paid by the parents for getting their daughter the post of a daughter-in-law. Parents pay huge sums of money so that their daughter may secure a satisfactory and permanent post. Unfortunately, the whole affair has assumed the proportions of a scandal. The groom's parents try to get the maximum from a matrimonial alliance. They insist on receiving huge amounts of cash, luxury items like television sets, refrigerators, cars, scooters, and in certain cases, even houses. There are instances where the proceedings of a marriage ceremony have been interrupted to make an unreasonable demand, and the bride's parents have been forced to fulfil it for fear of social humiliation. Things might have improved slightly in the cities, but in the villages the situation is still as grave as ever. Even the International Women's Year has not been able to redeem the situation. Poor villagers borrow huge sums of money on high rates of interest to provide their daughter with a handsome dowry. That is why they lool upon even the birth of a daughter as an unwelcome evil. As they wait their daughters grow, they are filled with agony rather than pleasure. And to put an end to this agony, many grown up girls are reported to commit suicide.

Giving a dowry is a very old custom. It is deeply ingrained in the social texture. Its supporters give a number of arguments to justify it. According to them, it is a fine method of setting up an establishment for the newly-weds. Their second argument is that since the bride's parents are quite choosy about the groom's income, his qualifications, his property, why shouldn't the groom get a price for what he has to offer? They think that marriage is a girl's life insurance, and so the dowry is the premium, and the higher the degree of insurance, the larger is the premium. Thirdly, the supporters of this system argue, a girl carrying with her a respectable dowry feels confident while entering her in laws' house while a girl without dowry feels uneasy and apprehensive.

It is clear that these arguments hold no water. The idea of setting up an establishment for the newly-weds is not bad in itself. But it does not justify breaking up the parents' house to set up a house for the son in-law. Modern girls are educated and enlightened. In many cases, they are employed and economically self sufficient. It is criminal to think of marriage in terms of their insurance. Marriage brings an equal degree of security to both the partners and not to the bride alone. So why should the bride be expected to pay a premium for her insurance? And finally, a girl can gain confidence only from her innate merits, and not from the dowry, howsoever handsome it might be.

As responsible citizens of a developing country, it is among our foremost duties to get rid of the curse of dowry as early as possible. Law